

## 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

06/08/2022

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-EE0009898

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: Office of Community Services, Dept of Labor &amp; Industrial Relations, State of Hawaii

b. Employer/Taxpayer Identification Number (EIN/TIN):  
990266120c. UEI:  
QRYWK6AKF2D8

## d. Address:

Street 1: 830 Punchbowl Street, Rm. 420

Street 2:

City: Honolulu

County: HONOLULU County

State: HI

Province:

Country: U.S.A.

Zip / Postal Code: 968135095

## e. Organizational Unit:

Department Name:

Department of Labor and Industrial Relations

Division Name:

Office of Community Services

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

Prefix: Mr First Name: Jeffrey

Middle Name:

Last Name: Chua

Suffix:

Title: Program Specialist

Organizational Affiliation: Office of Community Services

Telephone Number: 8085868671

Fax Number: 8085868685

Email: jeffrey.v.chua@hawaii.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**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.):**

Statewide (City and County of Honolulu, Hawaii County, Maui County, Kauai County)

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

The Weatherization Assistance Program (WAP) enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. The U.S. Department of Energy (DOE) provides funding to Department of Labor and Industrial Relations- Office of Community Services (DLIR-OCS) and other States and territories to manage the program and provide weatherization assistance to eligible clients.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Hawaii Congressional District 01

b. Program/Project: HI-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	371,550.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	371,550.00

**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: Quirino

Middle Name:

Last Name: Espejo

Suffix: Jr

Title: Acting Executive Director

Telephone Number: 8085863956

Fax Number:

Email: quirino.a.espejo@hawaii.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/27/2024

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Office of Community Services, Dept of Labor & Industrial Relations,  
State of Hawaii

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

Award number: EE0009898

**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:

Position	Description of Duties of Professionals
Program Specialist	Conducts research on vital information to be able to complete the funding application; research federal programmatic requirements to ensure compliance; writes contracts for Subgrantees involved; administers the grant; conduct programmatic monitoring both desk review and on-site; completes federal program reports.
Program and Evaluation Administrator	Provides direct supervisorial support in grant application and administration of the grant in order to ensure programmatic compliance.
Senior Accountant	Reviews and approves budgets and payments in accordance with federal fiscal requirements. Conducts fiscal monitoring to comply with federal requirements. Prepares federal fiscal reports.
Executive Director	Provides overall oversight and approval on the grant application and administration.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Specialist	\$55,000.00	30.0000 % FT	\$16,500.00
Program and Evaluation Administrator	\$80,000.00	5.7325 % FT	\$4,586.00
Senior Accountant	\$78,000.00	3.0000 % FT	\$2,340.00
Executive Director	\$148,000.00	3.0000 % FT	\$4,440.00
		Direct Pay Total	\$27,866.00

**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.

Administrative allotment is exhausted by limit placed on salary amount allowed under WAP.

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.

**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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
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<p>DLIR-OCS is budgeting for airfare, rental car, parking, and per diem to monitor the three providers that are not located on the island of Oahu, DLIR-OCS's home base. Monitoring will be conducted around March/April 2025.</p>	3	\$400.00	\$1,200.00
<p>Since NASCSP's 2025 Annual Conference will be held in-person, DLIR-OCS is budgeting for airfare, transportation, hotel, and per diem to attend NASCSP's Annual Training Conference in September 2025. Part of the allocated amount is also used to pay the annual NASCSP membership dues.</p>	1	\$8,800.00	\$8,800.00
Travel Total			\$10,000.00

- 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.

DLIR-OCS is estimating \$8,800 for travel to conference and NASCSP membership dues. The estimated costs are based on a combination of previous training and travel costs in prior years and on current airline, lodging, rental car quotes and payment to the annual NASCSP membership dues. DLIR-OCS is estimating \$400 for travel to the neighbor islands to conduct monitoring activities. The estimated costs are based on a combination of previous monitoring and travel expenses and on current airline and car rental quotes.

**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
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- 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.

**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).

Name of Proposed Sub	Total Cost	Basis of Cost*
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Subgrantee T&TA	\$38,500.00	DLIR-OCS is budgeting for Subgrantees to support Training and Technical Assistance (T&TA) opportunities for staff (i.e., attend training conferences, register for online training courses, materials for training pamphlets). Allocation of Subgrantees T&TA were calculated based on the estimated PY24 award. On the basis of this allocation, we expect that HCAP will receive \$13,000, HCEOC will receive 11,000, KEO will receive 6,000, and MEO will receive \$8,500 for T&TA costs.
Subgrantee Administrative	\$27,866.50	New award is more than \$350,000 so Subgrantees cannot be allocated with an additional 5% of their subawards for administration. Allocation for Subgrantees were calculated based on the PY23 award(estimated PY24 award). On the basis of this allocation, we expect that Honolulu Community Action Program, Inc. (HCAP) will receive \$17,798.50, Hawaii County Economic Opportunity Council (HCEOC) will receive \$5,857.00, Kauai Economic Opportunity, Inc. (KEO) will receive \$1,310.00, and Maui Economic Opportunity, Inc. (MEO) will receive \$2,901.00 for administrative costs.
Readiness Fund	\$202,428.75	Total amount that will be contracted to Subgrantees for their Readiness Fund category and to use addressing structural and health and safety issues. This funding is intended to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization measures can be installed. Allocation for Subgrantees were calculated based on the estimated readiness fund carry over from previous PY23 award and estimated PY24 Readiness fund award. On the basis of this allocation, we expect that Honolulu Community Action Program, Inc. (HCAP) will receive \$126,104.75, Hawaii County Economic Opportunity Council (HCEOC) will receive \$41,359.00, Kauai Economic Opportunity, Inc. (KEO) will receive \$10,759.00, and Maui Economic Opportunity, Inc. (MEO) will receive \$24,206.00 for Readiness Fund.



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009898		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Office of Community Services, Dept of Labor & Industrial Relations, 830 Punchbowl Street, Rm. 420 Honolulu, HI 968135095	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. Estimated Award + Readiness Funds	81.042	\$ 304,981.00		\$ 371,550.00		\$ 676,531.00
2.						
3.						
4.						
5. TOTAL		\$ 304,981.00	\$ 0.00	\$ 371,550.00	\$ 0.00	\$ 676,531.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 27,866.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,866.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 27,867.00	\$ 0.00	\$ 38,500.00	\$ 638,665.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 27,866.00	\$ 27,867.00	\$ 10,000.00	\$ 38,500.00	\$ 676,531.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 27,866.00	\$ 27,867.00	\$ 10,000.00	\$ 38,500.00	\$ 676,531.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009898		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Office of Community Services, Dept of Labor & Industrial Relations, 830 Punchbowl Street, Rm. 420 Honolulu, HI 968135095		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		\$ 304,981.00	\$ 0.00	\$ 371,550.00	\$ 0.00	\$ 676,531.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) Weatherization Readiness	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 27,866.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 0.00
c. Travel	\$ 0.00	\$ 0.00			\$ 10,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 0.00
f. Contract	\$ 369,869.00	\$ 202,429.00			\$ 638,665.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 0.00
i. Total Direct Charges	\$ 369,869.00	\$ 202,429.00			\$ 676,531.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 369,869.00	\$ 202,429.00			\$ 676,531.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: HI Grant Number: EE0009898 Program Year: 2024

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Name: <b>Hawaii County Economic Opportunity Council (HCEOC)</b>	Contact: Chad Hasegawa	
	UEI: WSJQMSPP4EJ5	
	DUNS: 007012883	
Address: 47 Rainbow Drive	Phone: (808) 961-2681301	
Hilo, HI 96720-0000	Fax: () -	
	Email: chasegawa@hceoc.net	
Counties served: HAWAII County	Tentative allocation: \$ 135,450.02	Congressional districts served: <u>CD</u> HI-02
	Planned units: 10	
	Type of organization: Non-profit organization	
	Source of labor: Agency and Contractors	

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Name: <b>Honolulu Community Action Program</b>	Contact: Michael Hane	
	UEI: J8VUHE2CC5C3	
	DUNS: 060645710	
Address: 1132 Bishop Street, Suite 100	Phone: (808) 961-2681	
Honolulu, HI 96813-0000	Fax: () -	
	Email: michaelh@hcapweb.org	
Counties served: HONOLULU County	Tentative allocation: \$ 381,685.20	Congressional districts served: <u>CD</u> HI-01
	Planned units: 26	
	Type of organization: Non-profit organization	
	Source of labor: Agency and Contractors	

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Name: <b>Kauai Economic Opportunity, Inc. (KEO)</b>	Contact: Brigitte Correia	
	UEI: MLKAB5X1HKX6	
	DUNS: 084547827	
Address: 2804 Wehe Road	Phone: (808) 845-4077226	
Lihue, HI 96766-0000	Fax: () -	
	Email: bcorreia@keoinc.org	
Counties served: KAUAI County	Tentative allocation: \$ 44,016.69	Congressional districts served: <u>CD</u> HI-02
	Planned units: 3	
	Type of organization: Non-profit organization	
	Source of labor: Agency and Contractors	

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Name: <b>Maui Economic Opportunity, Inc. (MEO)</b>	Contact: Debbie Cabebe
	UEI: ERY7F2VZUJK7
	DUNS: 077691491
Address: 99 Mahalani Street	Phone: (808) 243-4332
Wailuku, HI 96793-0000	Fax: () -
	Email: debbie.cabebe@meoinc.org

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: HI Grant Number: EE0009898 Program Year: 2024

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Counties MAUI County  
served:

Tentative allocation: \$ 77,512.82

Planned units: 5

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Congressional  
districts served:

CD  
HI-02

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009898, State: HI, Program Year: 2024**  
**Recipient: Office of Community Services, Dept of Labor & Industrial Relations, State of Hawaii**

**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Hawaii County Economic Opportunity Council (HCEOC) (Hilo)	\$135,450.02 10
Honolulu Community Action Program (Honolulu)	\$381,685.20 26
Kauai Economic Opportunity, Inc. (KEO) (Lihue)	\$44,016.69 3
Maui Economic Opportunity, Inc. (MEO) (Wailuku)	\$77,512.82 5
<b>Total:</b>	<b>\$638,664.73</b> <b>44</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		44
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	44
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	44
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	\$369,869.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	44
H	Average Program Operations Costs per Unit (F divided by G)	\$8,406.11
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,406.11

**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	44	29.3	1289
	Prior Year Estimate	31	29.3	908
	Prior Year Actual	30	29.3	879
<b>Method used to calculate savings description:</b>				

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

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009898, State: HI, Program Year: 2024**  
**Recipient: Office of Community Services, Dept of Labor & Industrial Relations, State of Hawaii**

Not applicable.

**IV.5 Policy Advisory Council Members**

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

Elisa Furtado-Fischer	Type of organization: Unit of State Government Contact Name: Elisa Furtado-Fischer Phone: 8085865727 Email: <a href="mailto:EFurtado-Fischer@dhs.hawaii.gov">EFurtado-Fischer@dhs.hawaii.gov</a>
Gail Suzuki-Jones	Type of organization: Unit of State Government Contact Name: Phone: 8082864730 Email: <a href="mailto:gail.suzuki-jones@hawaii.gov">gail.suzuki-jones@hawaii.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
03/04/2024	On March 4, 2024, DLIR-OCS held a virtual conference call with three Subgrantees, HCAP, HCEOC and MEO. At least one WAP staff or subgrantee representative was present on the conference call to discuss any questions or comments on the WAP PY24 State Plan.
03/07/2024	On March 7, 2024, DLIR-OCS held a virtual conference call with KEO. At least one WAP staff or subgrantee representative was present on the conference call to discuss any questions or comments on the WAP PY24 State Plan.
03/19/2024	On March 19, 2024, DLIR-OCS held a PAC meeting to discuss changes to the WAP PY24 State Plan.
04/05/2024	On March 20, 2024, DLIR-OCS posted a notice for a virtual public hearing on the Hawaii OCS website at <a href="http://www.labor.hawaii.gov/ocs/service-programs-index/weatherization-assistance-program">www.labor.hawaii.gov/ocs/service-programs-index/weatherization-assistance-program</a> . Emails were also sent to each subgrantee on March 20, 2024, with the link to the public hearing notice and a draft of the WAP PY24 State Plan. DLIR-OCS held the virtual public hearing on April 5, 2024.

**IV.7 Miscellaneous**

In Program Year 2024, Hawaii is estimated to receive Weatherization Readiness Funds (WRF) amounting to \$72,845.00. The purpose of this funding is to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization measures can be installed.

DLIR-OCS will use Small Area Income and Poverty Estimates (SAIPE) 2022 guidelines to allocate WRF to four Subgrantees with the PY23 estimated Readiness fund carry over amounting to \$129,583.75. Total WRF is **\$202,428.75**

WRF are designated for use by Subgrantees in addressing structural and health and safety issues of homes that are currently in the queue to be weatherized but at risk of deferral. This funding is specifically targeted to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization services can commence. Units receiving WRF must result in a US DOE completion defined as, "A dwelling on which a US DOE approved energy audit has been applied and weatherization work has been completed." DLIR-OCS set the Average Cost Per Unit (ACPU) \$20,000.00. Subgrantees must request approval from DLIR-OCS prior to expending WRF more than the set ACPU.

Based on this allocation, we expect that Honolulu Community Action Program, Inc. (HCAP) will receive \$126,104.75, Hawaii County Economic Opportunity Council (HCEOC) will receive \$41,359.00, Kauai Economic Opportunity, Inc. (KEO) will receive \$10,759.00, and Maui Economic Opportunity, Inc. (MEO) will receive \$24,206.00.

DLIR-OCS updated the template being used for Subgrantees' monthly program reporting that include the amount of WRF utilized for homes as applicable and the work that was completed using WRF. DLIR-OCS required each Subgrantee to include the usage of Readiness Fund in their monthly fiscal report and program report with supporting documents to justify expenditures. This will keep track of repairs done using WRF.

DLIR-OCS will update Hawaii's WAP monitoring tool to include an evaluation on the use of WRF to ensure the funds are expended in accordance with Hawaii's WRF plan for the purposes approved by DOE. Monitoring of how Subgrantees utilize WRF will be incorporated in DLIR-OCS's annual monitoring of Subgrantees.

The WRF's purpose is to avoid deferrals. Examples of types of repairs eligible are:

- Roof repair

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET

**Grant Number:** EE0009898, **State:** HI, **Program Year:** 2024

**Recipient:** Office of Community Services, Dept of Labor & Industrial Relations, State of Hawaii

- Wall repair (interior or exterior)
- Ceiling repair
- Floor repair
- Foundation or subspace repair
- Exterior drainage repairs (e.g., landscaping or gutters)
- Plumbing repairs
- Electrical repair

Based on the results of the initial American Customer Satisfaction Index (ACSI), the State of Hawaii's Office of Community Services' (OCS) action plan for PY 2024 is to continue improving communications with Subgrantees on developing the State Plan to increase transparency, and strengthen the relationship between the State office and Community Action Agencies. Monthly call will be the key factor in making sure there's a joint effort in addressing any issues in the program. OCS will coordinate grant monitoring with Subgrantees by scheduling an onsite monitoring interview, informing Subgrantees of documents that will be reviewed via desk monitoring prior to the site monitoring visit, and sending monitoring reports containing relevant feedback and best practices within thirty (30) days after the Subgrantee submitted all requested additional documents after the onsite monitoring visit by OCS.

Deferrals will be track using form submitted by the Subgrantees if ever they have some. Fortunately, there's no deferrals and Subgrantees make use of the WRF to ready the client's home for weatherization.

Recipient Business Officer:

Name: Jeffrey Chua

E-mail: jeffrey.v.chua@hawaii.gov

Phone#: (808)586-8671

Principal Investigator:

Name: Courtney Ho

E-mail: courtney.n.ho@hawaii.gov

Phone#: (808)586-8682

**Hawaii's WAP Policies and Procedures**

The State of Hawaii's OCS is still current.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009898, **State:** HI, **Program Year:** 2024  
**Recipient:** Office of Community Services, Dept of Labor & Industrial Relations, State of Hawaii

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

The program serves households that meet the client eligibility criteria in 10 CFR §440. In general, eligible households are at or below 200 percent of the Federal Poverty Guidelines for Hawaii, as established by the U.S. Department of Health and Human Services, or contain a household 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.

DLIR-OCS is working with Hawaii Public Housing Authority (HPHA) and the four Subgrantees on meeting eligibility requirements. DLIR-OCS is currently working on receiving approval from Department of Housing and Urban Development (HUD) and U.S. Department of Energy (DOE) to weatherize HPHA multifamily buildings.

In accordance with Weatherization Program Notice 22-5, Subgrantees 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 income eligibility verification must be placed in the client's file.

Describe what household eligibility basis will be used in the Program

The primary goal is to provide weatherization services and reduce energy costs for low income households in accordance with 10 CFR §440.3, §440.22 and §440.16(b). Priority shall be given to households with elderly persons (over the age of 60), persons with disabilities, families with children (up to age 19), high residential energy users, and households with a high energy burden.

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

DLIR-OCS is fully compliant with the requirements of the Qualified Alien Status and Eligibility provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and DLIR-OCS adheres to the guidance provided by Weatherization Program Notice (WPN) 12-1, part 5.1, effective January 31, 2012. Grantees are directed and encouraged to review guidance provided by Health and Human Services (HHS) under Low-Income Home Energy Assistance Program (LIHEAP). This guidance can be found by going to <https://aspe.hhs.gov/basic-report/summary-immigrant-eligibility-restrictions-under-current-law#sec1>. HHS Information Memorandum LIHEAP-IM-25 dated August 28, 1997, states that all qualified aliens, regardless of when they entered the United States, continue to be eligible to receive assistance and services under LIHEAP if they meet other program requirements. To eliminate any possible contradiction of eligibility for weatherization services at the state and local level for qualified aliens, the definition adopted by HHS will also apply to the DOE WAP. HHS issued Information Memorandum LIHEAP-IM-98-25 dated August 6, 1998, outlining procedures for LIHEAP and weatherization subgrantees serving non-qualified aliens to implement new status verification requirements. To ensure continuity between LIHEAP and WAP for the many subgrantees operating both programs, the DOE WAP will follow the interpretation as adopted by HHS.

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

Procedures to determine that units weatherized have eligibility documentation

Subgrantees have intake, client selection procedures, and unit energy audit procedures to determine the eligibility of the clients and the dwelling units. First, staff follow procedures on how to administer an intake form, which gathers information on family data, annual income, and client needs. An assessment of the dwelling unit will be conducted to ascertain whether or not the unit meets the criteria for WAP weatherization services. Subgrantees will also ascertain whether or not the energy consumption levels at the dwelling unit appear to be excessive and amenable to remediation by installation of standard Hawaii WAP remediation installations, such as solar hot water heaters and/or energy-efficient refrigerators. Then a Program Coordinator will screen the intake form and determine household eligibility within program guidelines. After a client's eligibility has been certified, the client will remain eligible for weatherization assistance for twelve months from date of application. If weatherization work has not started before the twelve months are up, the household may reapply using only a declaration of income statement. However, applicants who are on the waiting list are subject to the WPN 24-3 requirement that eligibility documentation be updated annually.

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Eligible buildings must comply with 10 CFR §440.22, such that not less than 66 percent of the dwelling units in the building are income eligible or will become eligible within 180 days. No dwelling unit may be weatherized without verification of income eligibility from either HPHA, the property owner, or the household.

Weatherization Program Notice (WPN) 22-5, Expansion of Client Eligibility in the Weatherization Assistance Program, issued by the U.S. Department of Energy (DOE), serves to streamline the WAP intake process by expanding WAP's categorical income eligibility to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income, (examples of HUD program but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.). WAP already has a provision, codified in 10 CFR 440.22(a)(3), to allow inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP). Subgrantees will implement categorical eligibility for HUD means-tested programs similar to the existing eligibility that DOE WAP currently has with Health and Human Services (HHS) Low-Income Households Energy Assistance Program (LIHEAP).

WAP Subgrantees generally encounter three types of multifamily properties assisted by HUD: (1) housing owned and operated by HUD Public Housing Agencies (PHAs), (2) privately-owned multifamily buildings receiving project-based assistance, and (3) privately-owned multifamily buildings that house residents who receive tenant-based (housing voucher) assistance. Housing owned and operated by PHAs: WAP Subgrantees shall consider all such buildings managed by the PHAs referenced in this HUD Web page to be 100 percent income eligible. Privately owned multifamily buildings receiving project-based assistance: WAP Subgrantees should refer to these lists to determine the percentage of the units in each building that are income eligible. Privately-owned multifamily buildings that house residents receiving tenant-based assistance: WAP Subgrantees will determine the percentage of income eligible residences

by either contacting the building owner/manager to obtain such Section 8 Housing Choice Voucher records (from HUD's Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

Specific eligibility in multifamily buildings is addressed in 10 CFR 40.22(b)(2), which states: Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building: i) Are eligible dwelling units, or ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building. DOE's initial expectation is Grantees will target buildings with 5 or more units wherein between 66 – 100 percent of the occupants meet the income eligibility requirements. However, DOE acknowledges in the regulations there are certain buildings where 50 percent eligibility is a more appropriate threshold. DOE is explicit in establishing that this lower threshold is appropriate in duplex and four-unit buildings. In addition, in the Interim Final Rule to update 10 CFR 440 DOE provided guidance on what types of large multifamily buildings may be subject to the 50 percent threshold. (65 FR 77210, Dec. 8, 2000). DOE indicated that "certain eligible types of large multifamily buildings" are those buildings for which an investment of DOE funds would result in significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. (Id. at 77215) Grantees will exercise caution when using flexibility in this area.

Describe Reweathering compliance

The Consolidated Appropriations Act of 2021 amended 42 USC 6865(c)(2) to read as follows:

*"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 financial assistance for weatherization under this part until the date that is 15 years after the date such 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 materials other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization."*

For reweatherization, the client's file must be closed for at least 15 years after the date the final inspection was completed and no further follow up was required. Subgrantees must document that the applicant meets eligibility criteria for DOE WAP services and conduct a new home energy audit. Reweathering protocol shall match that of a new client with the exception that the dwelling unit was weatherized at least 15 years ago, from the date that the last final inspection was completed.

Subgrantees will retain new records of all weatherized dwellings for a minimum of three years from the day the grant is closed and keep a list of homes that have been weatherized. The retained records will include the date of weatherization, a description of DOE funds, and other funds used for weatherization of a particular dwelling.

If a Subgrantee wishes to serve homes located in a disaster area, they shall abide by DOE guidance, WPN 12-7, which addresses Disaster Planning and Relief. Subgrantees will follow the appropriate procedures when initiating reweatherization measures of these dwelling units.

Describe what structures are eligible for weatherization



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Eligible dwelling units per 10 CFR §440 includes rental or owner-occupied single-family dwellings, manufactured homes, multi-family buildings up to 24 units, and shelters. To receive weatherization services, a manufactured home must be a permanent, stationary, full-time residential dwelling. Buildings with 25 or more units may be weatherized with prior approval from the State. Non-stationary campers and trailers are not allowed to receive weatherization services.

Property that are fifty years old or older must be reviewed for possible historic status or features and shall be weatherized only in a way that complies with the State Historic Preservation Officer (SHPO) Programmatic Agreement.

Specific eligibility in multifamily buildings is addressed in 10 CFR 40.22(b)(2), which states: Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building: i) Are eligible dwelling units, or ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building. DOE's initial expectation is Grantees will target buildings with 5 or more units wherein between 66 – 100 percent of the occupants meet the income eligibility requirements. However, DOE acknowledges in the regulations there are certain buildings where 50 percent eligibility is a more appropriate threshold. DOE is explicit in establishing that this lower threshold is appropriate in duplex and four-unit buildings. In addition, in the Interim Final Rule to update 10 CFR 440 DOE provided guidance on what types of large multifamily buildings may be subject to the 50 percent threshold, (65 FR 77210, Dec. 8, 2000). DOE indicated that "certain eligible types of large multifamily buildings" are those buildings for which an investment of DOE funds would result in significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell, (Id. at 77215).

Describe how Rental Units/Multifamily Buildings will be addressed

Subgrantees may weatherize any rental unit including dwelling units in a small multi-family building using Hawaii's priority list, which was approved by DOE on July 7, 2021. Small multi-family buildings are defined as having 5 to 24 dwelling units in the building. Prior to weatherization of any rental unit, written permission of the building owner or their agent is required. Subgrantees will also have the property owner sign a Landlord Cooperation Agreement, attached as Other\_\_Master\_Landlord Agreement, to help identify the direct benefits of the weatherization work and ensure the benefits accrue primarily to the low-income client, in accordance with 10 CFR §440.22(b)(3)(i). The landlord tenant agreement prevents the landlord from evicting the tenant or from increasing rent, unless the eviction or rent increase is demonstrably related to matters other than the weatherization work performed. In accordance with 10 CFR §440.22(b)(3), the landlord tenant agreement also requires cooperation from the landlord in supporting the goals of these WAP weatherization installations. Subgrantees may use their own versions of a landlord tenant agreement provided that it complies with all applicable policies and procedures regarding rentals as described in Hawaii's WAP Policies and Procedures Manual.

In instances where a tenant does not pay for utilities directly, Subgrantees must ensure the weatherization benefits accrue to the low-income tenants. The Subgrantee needs to demonstrate in sufficient detail how the benefits of weatherization work will accrue to primarily the low-income tenants of the eligible multi-family building. A combination of at least three of the following benefits which include, but are not limited to:

- Longer term preservation of the property as affordable housing;
- Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR §440.22(b)(3)(ii));
- Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;
- Investment of the energy savings from the weatherization work in specific health and safety improvements with measurable benefits to tenants;
- Improvements to ventilation and to heat and hot water distribution to improve the comfort of residents;
- Establishment of a shared savings program; and
- Generic assertions such as "tenant services will be improved" or "weatherization will improve health and safety" are not sufficient to demonstrate that the accrual of benefits requirement is met.

To weatherize multi-family buildings with more than 24 dwelling units, Subgrantees will work with the property owner to document that not less than 66 percent of the dwelling units in the building are income eligible or will become income eligible dwelling units within 180 days under a Federal, State, or local government program, in accordance with 10 CFR §440.22(b)(2). Since Hawaii does not have an approved priority list or field guide for large multi-family buildings, DLIR-OCS will work with Subgrantees to submit each building to DOE for review and approval prior to proceeding with weatherization work (per WPNs 22-12 and 22-5). For HUD assisted buildings, DLIR-OCS will follow the procedures in WPN 22-5 and complete the HUD property certification process, including submission of the:

1. Property Self Certification form that specifies that the building in question meets DOE's income eligibility requirements, and
2. Property Occupancy Report from current property records that confirm compliance with DOE's income eligibility requirements.

Per WPN 22-12, individual units with a multi-family building must meet specific criteria and be approved by DOE on a case by case basis prior to weatherization. Hawaii's policy is to weatherize the entire multi-family building whenever possible. For buildings that do not meet the 66% eligibility rule, DLIR-OCS will work with DOE to address individual units, where applicable.

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References to the specific eligibility of multi-family buildings is addressed in 10 CFR §440.22(b)(2). DLIR-OCS defines "certain eligible types of large multi-family buildings" as privately owned multi-family buildings. In accordance with 10 CFR §440.22(b), subgrantees will ensure that a minimum of 50 percent of the dwelling units in duplexes, four-unit buildings, and "certain eligible types of large multifamily buildings" occupied by a family that meets the income requirements. Subgrantees must submit a Property Self-Certification form and a Property Occupancy Report to HUD and DOE, in accordance with Weatherization Program Notice 22-5. To weatherize "certain eligible types of large multi-family buildings," subgrantees must obtain the landlord and tenant's signatures on the Landlord Cooperation Agreement. Signed copies of this document will be provided to both the tenant and the property owner.

Describe the deferral Process

Deferral does not mean that assistance will never be available, but that any work deemed beyond the scope of WAP must be postponed until the problems are resolved. When there are major health, safety, or other circumstances that render the dwelling unit untenable, unsafe, or infeasible for weatherization installation, the Subgrantee may decide whether to defer work in a dwelling unit or to not provide weatherization services. The issues that could result in deferral of services include but are not limited to:

- Major roof leakage;
- Major foundation damage;
- Major moisture problem, including mold infestation;
- Major plumbing problems;
- Human or animal waste in the home;
- Major electrical problems or fire hazards;
- The home is vacant, or the client is moving; and
- The home is for sale.

Behavioral issues may also be a reason to defer services to a client, including but not limited to:

- Illegal activity on the premises;
- Occupant's hoarding makes difficult or impossible to perform a complete audit; and
- Lack of cooperation by the client.

Should deferral be appropriate, the Subgrantee provides a written Weatherization Deferral Notice to the clients with photographic evidence or documentation of reason for deferral. A copy of the deferral with photographic evidence or documentation must be placed in client file. The client will be given 30 days to take corrective action. Subgrantees will make reasonable efforts to find or direct clients to alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the deferral notice shall include a list of potential agencies or resources that can address the specific issues that precludes a client from receiving DOE WAP services. If the client is able to take corrective action within 30 days, then work will resume as soon as possible. The client is able to reapply once the problem on the Deferral Notice has been corrected. If the problem is not corrected within 30 days, the Subgrantee will change the status of the job to inactive. If the client resolves the problem after 30 days of receiving the deferral notice, the Subgrantee will review and reconfirm client eligibility and priority documented in the client file. Client may submit an appeal in writing within 10 business days to the Subgrantee by providing an explanation and supporting documentation for why weatherization should continue. Appeals will be reviewed by the Subgrantee's WAP program staff and the Subgrantee's Executive Director will provide the final decision. The Subgrantee will respond to appeals in writing within 30 days of receiving appeals.

Deferral measures are reference in the Hawaii Weatherization Field Guide, attached as Other\_Master\_Field Guide.

**V.1.3 Definition of Children**

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

**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.

Currently, there is no federally recognized tribal organization in the State of Hawaii.

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## V.2 Selection of Areas to Be Served

Weatherization assistance is needed and provided statewide to all four counties: the City and County of Honolulu, Kauai County, Maui County, and Hawaii County. The PY2023 Subgrantees will continue to provide services through PY2024. If at any time during the program year, a Subgrantee is unable to meet WAP requirements, terminates its weatherization contract, or has excess funds, DLIR-OCS has the option of reallocating the funds among the remaining Subgrantees.

## V.3 Priorities

Priority for service delivery is given to elderly people, people with disabilities, families with children, high residential energy users, and households with high energy burden, in compliance with 10 CFR §440.16 and 10 CFR §440.22. Once a potential client has filled out the intake form, the Subgrantee determines eligibility and ranks them on a point system, giving more points on the basis of priorities listed in 10 CFR §440.16. Application eligibility expires twelve months from certification date if work on dwelling unit (energy audit) has not been initiated. Subgrantees are required to re-verify eligibility and income at expiration in order to maintain a current certification date.

## V.4 Climatic Conditions

Due to Hawaii's tropical climate, Hawaii only experiences two seasons, winter and summer. Hawaii's summer is between the months of May and September, and winter is between the months of October and April. During the summer, Hawaii experiences an increase in temperature, humidity, and sun intensity with a decrease in trade winds; and during the winter, Hawaii experiences heavy rain and lower temperatures. The following links summarize Hawaii's climate:

- Hawaii Average Precipitation (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mPn.gif>)
- Precipitation Departure from Average (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mPdep.gif>)
- Heating Degree Days in Hawaii (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mHdd.gif>)
- Heating Degree Days Departure from Average (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mHdddep.gif>)
- Cooling Degree Days in Hawaii (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mCdd.gif>)
- Cooling Degree Days Departure from Average (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mCdddep.gif>)
- Average Temperature (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mTv.gif>)
- Average Max Temperature (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mTx.gif>)

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

### V.5.1 Technical Guides and Materials

The Hawaii Standard Work Specifications (SWS) Field Guide can provide subgrantees with guidance in addition to the 10 CFR §440 and 2 CFR §200. Before DLIR-OCS contracts the Subgrantees, they are required to submit a quality assurance plan that provides, in detail, their procedures to ensure all Federal, State and County requirements are being met.

Currently, weatherization services include;

- Intake;
- Assessment and audit;
- Energy saving measures;
- Energy education;
- Verification of work; and
- Monitoring energy usage and savings.

Installation measures are dependent on the energy audit that the Subgrantee conducts for each household. Currently, there are eight approved weatherization measures in the Approved Hawaii Priority List that applies to single family homes and multi-family buildings with units of four or less (DOE approved on July 7, 2021, effective December 19, 2021). The following measures are listed in the order of highest to lowest in terms of cost effectiveness:

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- Low-Flow Showerheads;
- Compact Fluorescent Light Bulbs (CFLs) or Light-Emitting Diodes (LEDs);
- Advanced Power Strips;
- Small Room Air Conditioners (6-15,000 Btu/h cooling capacity) Replacement\*;
- Solar Water Heater or Hybrid Heat Pump Water Heater Installation;
- Refrigerator Replacement; and
- Large Room Air Conditioner (18,000 Btu/h cooling capacity) Replacement for Hawaii Island, Kauai, Lanai and Molokai only\*.

\* Air conditioner replacements may only be installed if the occupant is at-risk as defined by documented medical reasons for needing air conditioning. More information can be found in the Health and Safety Plan.

All Subgrantee agreements and vendor contracts, active in PY 2017 and beyond, include language that clearly documents the SWS specifications for work quality outlined in WPN 22-4, section 2. A digital copy of the Hawaii Weatherization Field Guide (Field Guide) can be accessed online at <http://labor.hawaii.gov/ocs/serviceprogramsindex/weatherizationassistanceprogram/>. By signing PY2024 WAP contracts with DLIR-OCS, Subgrantees acknowledge they received the Field Guide and are held accountable to make sure all weatherization work meets or exceeds the standards set forth in the Field Guide. DLIR-OCS will ensure that Subgrantees are providing their contractors with the required information on their expectation of work quality and program guidance by including the following language in their contract:

1. Subgrantee must certify it has informed contractors that work must meet the standards as outlined in the Hawaii Weatherization Field Guide and the Standard Work Specifications. This certification must be done annually, and must be signed off by the Subgrantee and an authorized employee of the contractor company.
2. All energy audits performed by the Subgrantee or it's contractor will meet or exceed the requirements set forth in Weatherization Program Notice 23-06.

During on-site monitoring, DLIR-OCS will ensure that the language and required signatures for the Field Guide are in the Subgrantee contractor files. Subgrantees will ensure that all contractors sign the final inspection form to indicate that the SWS Field Guide procedures and standards were implemented in the installation of the weatherization measures. (See Hawaii Priority List Attachment.)

Field guide types approval dates

Single-Family: 3/23/2022
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: Priority List
Approval Date: 12/19/2021

Audit Procedure: Manufactured Housing
Audit Name: Priority List
Approval Date: 12/19/2021

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

Comments

A pre-installation evaluation, a post-installation evaluation, and an evaluation three and six months after the final inspection are conducted by the Subgrantees. The data collected from these evaluations will be used to examine the client's energy cost at the given time to determine the efficiency and productivity of the
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weatherized measures installed in the dwelling.

DOE approved Hawaii's WAP energy audit procedures and priority list on July 7, 2021 and became effective on December 19, 2021.

DLIR-OCS updated Hawaii's Weatherization Field Guide and was approved by DOE on March 23, 2022.

### V.5.3 Final Inspection

In accordance with 10 CFR §440.21, to complete installation of weatherization services for a dwelling, the Subgrantee or its authorized representative conducts a final inspection of the dwelling unit 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.

Due to the type of weatherization done in the State of Hawaii and geographical location, Hawaii has an exemption for Certified Quality Control Inspectors (QCI). Therefore, the final inspector needs to be trained on the specific measures the State of Hawaii implements, but does not need to go through the QCI training.

The Hawaii SWS Field Guide aligns with WPN 22-4, which governs the quality control inspection process and outlines disciplinary actions for inadequate inspection practices. 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;
- Confirm that the client is satisfied;
- Specify corrective actions whenever the work does not meet standards; and
- Verify that all required paperwork, with required signatures, is in the client file.

Deficiencies identified due to monitoring may require corrective action, which will be identified through the Subgrantees' monitoring report. The Subgrantee must make the necessary corrections in a timely manner agreed upon by OCS and the Subgrantee. The date that the Subgrantee must implement the corrective action cannot be less than 30 days.

If the Subgrantee fails to make the necessary corrections by the agreed upon date, OCS reserves the right to temporarily withhold cash payments pending correction of the deficiencies, suspend the award, re-distribute the available funds, or terminate the contract.

### V.6 Weatherization Analysis of Effectiveness

The effectiveness of the Subgrantee's weatherization work is assessed using monthly program reports that reflect the targeted number of outcomes, the number of homes that were weatherized, the measures that were implemented, and the status of applicants and potential applicants. In addition, the Subgrantees submit a narrative to DLIR-OCS with a more detailed account of what the Subgrantee did within the month.

Through the monthly report, the Program Specialist is able to see the variance between the targeted outcomes and the current outcomes per Subgrantee. This allows the Program Specialist to have a high level of awareness of the progression of each Subgrantee towards meeting their contracted outcomes and effectiveness.

### V.7 Health and Safety

(See Health and Safety Attachment.) Grantee does not have a separate Health and Safety budget category. The Subgrantees include this expense in their installation costs.

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## V.8 Program Management

### V.8.1 Overview and Organization

Administratively attached to DLIR, OCS was created by the State Legislature in 1985. This legislation is codified as Chapter 371K, Hawaii Revised Statutes.

DLIR-OCS collaborates with various public and private agencies to assist Hawaii's low-income, immigrant, and refugee populations to overcome and alleviate barriers to economic self-sufficiency through an array of community-based programs and services. The primary purpose of DLIR-OCS is "to facilitate and enhance the development, delivery, and coordination of effective programs for those in need and to provide advice and assistance to the agencies of the executive branch in the human service field, and the legislature."

The DLIR-OCS office is located in the Princess Keelikolani building at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, telephone (808) 586-8675; fax (808) 586-8685.

### V.8.2 Administrative Expenditure Limits

WAP Memorandum 075 and Section 1011(g) of the Energy Act of 2020 includes language that will amend 42 U.S. Code § 6865 (a)(1) language on administrative funds, such that the administrative cost category will now be increased from 10 percent to 15 percent. The State of Hawaii will allocate 15 percent of the total award with a direct split between itself and the Subgrantees. Since the State of Hawaii will receive more than \$350,000 for PY 2024, Subgrantees will not be allocated an additional 5 percent for administrative costs.

### V.8.3 Monitoring Activities

DLIR-OCS goals for monitoring WAP activities include:

1. Analyzing service delivery, program performance, and quality and effectiveness of the work on completed dwelling units.
2. Determining program compliance and accountability.
3. Identifying problems, deficiencies, and areas for program improvement.
4. Assisting subgrantees in their program operations and compliance with DOE and State regulations.
5. Advising subgrantees on how to correct any weaknesses and deficiencies.
6. Assessing the need for training and technical assistance to improve local agency service delivery, cost-effectiveness, and accountability.
7. Assessing how subgrantees, contractors, and anyone installing weatherization measures abide by the standards and technical requirements as stated in the updated Hawaii Weatherization Field Guide provided on the DLIR-OCS website: <http://labor.hawaii.gov/ocs/service-programs-index/weatherization-assistance-program/>.
8. Determining ways that monitoring activities can be improved.

In accordance with 10 CFR §440.23 and to achieve the defined goals based on the principles stated above, DLIR-OCS monitors and evaluates the operations of projects carried out by subgrantees by performing periodic monitoring reviews of the fiscal, programmatic, and field functions of subgrantees through:

1. Desk monitoring: DLIR-OCS will review and track all available subgrantee reports for progress, expenditures, timeliness, audit findings, and resolution of findings.
2. Subgrantee Agency On-Site Monitoring Visits: Each subgrantee receives at least one monitoring visit per year. Additional visits are scheduled as needed to address specific subgrantee issues as they arise. Included in these visits are:
  - Fiscal Monitoring:
    - Review of financial records;
    - Review of purchasing and bidding practices;
    - Review of payroll and documentation;
    - Review of travel records;
    - Review of vendor payments; and
    - Reviews last fiscal audit.
  - Program Monitoring:
    - Client files;
    - Weatherization materials, tools, equipment, and inventory;

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**Recipient:** Office of Community Services, Dept of Labor & Industrial Relations, State of Hawaii

- o Client scheduling practices;
- o Safety policies and practices; and
- o Ten percent of all weatherized units.

DLIR-OCS observes the following procedures for monitoring:

1. Monitoring visits will be scheduled in advance with the subgrantee. DLIR-OCS will work with each subgrantee agency to select monitoring dates. If traveling becomes a health and safety issue, instead of conducting an on-site monitoring visit DLIR-OCS will conduct desk monitoring and hold a teleconference call with the subgrantee. More information on remote monitoring visits can be found on the Remote Monitoring Procedures attached.
2. Prior to the agreed upon monitoring date, subgrantees will be given at least ten business days to prepare and submit requested fiscal and program documents for desk review. Desk reviews will include but are not limited to, examining application intake and pre-assessment procedures; energy audit and home inspection process; deferral cases incidents; prioritization of clients; and training and technical assistance activities.
3. Upon arrival at the subgrantee's office, or at the start of the teleconference call, DLIR-OCS will conduct an entrance interview with the appropriate agency personnel to explain the purpose of the visit, records and information needed, and the planned timeframe of the visit. The subgrantee's Weatherization Coordinator or equivalent staff must be available at all times during the on-site monitoring visit, or teleconference call.
4. Inspection of weatherized dwelling units is to ensure the continuance of quality work and to address any problems. DLIR-OCS will conduct inspections on:
  - a. At least 10 percent of the units reported as completed will have an on-site monitoring inspection;
  - b. At least 10 percent of the units reported as completed will have files reviewed;
  - c. Spot checks will be made by the Program Specialist of the material on hand at the subgrantees' storage as well as materials already installed;
  - d. If traveling becomes a health and safety issue, instead of conducting on-site inspections, DLIR-OCS will ask subgrantees to provide certification that their WAP Coordinator or equivalent staff conducted verification visits for at least 10% of units reported as completed. More information on verification visits can be found on the Remote Monitoring Procedures attached.
5. DLIR-OCS will conduct an exit interview with the Weatherization Coordinator and all other staff of the subgrantee as DLIR-OCS considers appropriate based on the information received during the monitoring visit. The exit interview will include a review of the monitoring analysis.
6. Each monitoring inspection will be documented by a report prepared by DLIR-OCS's monitoring staff. DLIR-OCS will send a copy of the report to the subgrantee 30 days after the conclusion of the monitoring visit or teleconference call. The monitoring report will identify any corrective action that needs to be taken, and it will also identify each unit visited or inspected by DLIR-OCS. If a monitoring report identifies matters for which DLIR-OCS believes that corrective action must be taken, the subgrantee shall respond fully within 30 days after receiving the report
7. During an onsite monitoring visit, the DLIR-OCS team will review the Subgrantee's program, administration, management and technical activities. In addition, DLIR-OCS will conduct onsite visits to selected clients to assess how the Subgrantees installed weatherization to the house. The clients will be selected in coordination with the Subgrantee, and the visit will include reviewing a sample of in-process and completed units diverse in housing type (single family, multifamily and manufactured housing), fuel sources and other variables such as energy audits vs. priority list, lead safe practices, etc.).
8. Monitoring visits, in-person and remote, will help identify training and technical assistance needs for Subgrantees and DLIR-OCS. As such, T&TA funds may be used to cover monitoring expenses.

DLIR-OCS will plan to monitor the four Subgrantees between March and May 2024 on the following tentative schedule:

Monitoring should not be a "one-time event." To be an effective tool for avoiding problems and improving performance, monitoring must involve an on-going process of planning, implementation, communication, and follow-up. DLIR-OCS will increase the frequency of onsite monitoring from once a year to twice a year if significant deficiencies were found during monitoring. DLIR-OCS will also increase its weatherized household percentage inspection during that time to address some deficiencies and concerns found during the previous monitoring period.

Action for removal of a subgrantee from the program: If DLIR-OCS determines after monitoring that a subgrantee is materially failing to provide services in accordance with its contract with DLIR-OCS, DLIR-OCS may initiate proceedings to terminate financial assistance to that subgrantee pursuant to 10 CFR §440.15(e) and §440.30.

Of DLIR-OCS's \$10,000.00 allocated to Training and Technical Assistance (T&TA), \$1,200 (12%) is budgeted for airfare, rental car, parking, and per diem to monitor the three providers that are not located on the island of Oahu where DLIR-OCS is located. Each monitoring travel cost is estimated to be \$400.00. The remaining \$8,800 of T&TA is budgeted for the Program Specialist to attend national conferences and pay the annual NASCSP dues.

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

T&TA funds are budgeted for both DLIR-OCS and Subgrantees to attend weatherization specific trainings. DLIR-OCS ensures that Subgrantees have adequate training and technical assistance available to maintain and improve program performance and work quality. Each Subgrantee must submit a monthly Fiscal and Program report that will reflect the usage of T&TA funds with supporting documents. DLIR-OCS will track and record each monthly Fiscal and Program report through documentation of hard copy, soft copy on the computer files and excel spreadsheet. Each Subgrantee is allocated with T&TA funds

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
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intended for WAP staff to attend comprehensive and specific trainings offered by Energy OutWest, NASCSP, Building Performance Association, and other DOE-approved IREC accredited organizations. As the State of Hawaii does not have any in-state IREC accredited training programs, DLIR-OCS will coordinate trainings with IREC accredited training providers to provide virtual trainings specifically for the Subgrantees to continue improving WAP knowledge and best practices. T&TA needs are assessed through monitoring visits, email requests, detailed evaluation from regional training sessions, and monthly program reports. A portion of DLIR-OCS's T&TA funds will be used to pay annual NASCSP membership dues to continue partnering with NASCSP to provide trainings for Subgrantees, and utilize as a resource for guidance on federal requirements. DLIR-OCS will also use T&TA funds to conduct on-site monitoring visits during PY 2024.

Due to the type of weatherization done in the State of Hawaii and the geographical location, Hawaii has an exemption for certified Quality Control Inspectors (QCI). Therefore, Final Inspectors need to be trained on the specific measures Hawaii's WAP installs, but does not need to go through the QCI training and get certified.

Subgrantees are required to have all individuals that are either full time or part time Inspectors receive regular comprehensive training. In order to maintain program transparency, Subgrantees are required to identify all Final Inspectors on staff. Subgrantees are responsible for ensuring that WAP Final Inspectors are trained and in compliance with all DLIR-OCS's WAP Policies and Procedures, and Hawaii's approved Field Guide. DLIR-OCS ensures that untrained Subgrantee WAP staff are supervised while weatherizing homes to ensure accuracy and quality of work is conducted. Subgrantees will notify DLIR-OCS's Program Specialist of new WAP hires, weatherization -related experience they have, and who will be supervising them in the field until they receive the necessary trainings to properly weatherize homes. When Subgrantees complete trainings, Subgrantees will send DLIR-OCS confirmation of registrations and certificates of completion for each staff enrolled.

DLIR-OCS's tentative T&TA activities for Program Year 2024 may consist of the following:

DLIR-OCS will also work with Energy Smart Academy to provide an online self-paced course for the Subgrantees weatherization staff. This online self-paced course will cover the task and skills required for an Energy Auditors, Quality Control Inspector, and Crew Leader. Subgrantees can use a portion of their T&TA funds to complete this course by the end of Program Year 2024.

Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

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

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

The State of Hawaii's Energy Crisis Plan can be found here (<http://files.hawaii.gov/dbedt/op/docs/Energy.pdf>). Hawaii has the Hawai'i Emergency Management Agency that coordinates services during disasters, issues disaster warnings, and educates the community about disaster preparedness (<http://scd.hawaii.gov/index.htm>).