

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-SE0001843

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Commonwealth of the Northern Marianas Islands

b. Employer/Taxpayer Identification Number (EIN/TIN):
986019463c. UEI:
ENCGELU7GNB7

d. Address:

Street 1: Asuncion Drive, House #1337

Street 2:

City: Saipan

County: Northern Mariana Islands

State: MP

Province:

Country: U.S.A.

Zip / Postal Code: 969500000

e. Organizational Unit:

Department Name:
Department of Public WorksDivision Name:
Energy Division

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

Prefix: Mrs First Name: Thelma

Middle Name: B

Last Name: Inos

Suffix:

Title: Energy Director

Organizational Affiliation:

Telephone Number: 6706644481

Fax Number: 6706644483

Email: cnmienergy@gmail.com

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

F U.S. Territory or Possession

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

Commonwealthwide (Saipan, Rota & Tinian)

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Northern Mariana Islands At-Large Congressional Distri

b. Program/Project: MP-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

18. Estimated Funding (\$):

a. Federal	282,782.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	282,782.00

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: Mrs First Name: Thelma

Middle Name: B

Last Name: Inos

Suffix:

Title: Energy Director

Telephone Number: 6706644481

Fax Number: 6706644483

Email: cnmienergy@gmail.com

Signature of Authorized Representative: Signed Electronically

Date Signed: 08/29/2025

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Commonwealth of the Northern Marianas Islands

Budget period: 07/01/2025 - 06/30/2026

Award number: SE0001843

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
Energy Auditor	Conducts field visits to assist with site walk-through assessment audits and collect analysis and documentation of energy conservation and utility costs. Assists with the identification and evaluation of energy efficiency measures, calculation of potential energy savings and audit report preparation.
Program Manager	Responsible for the development, coordination and supervision of weatherizing the homes in the CNMI; performs minimal energy audit, conducts inspections and ensures energy projects in accordance with specifications required, responsible for all administrative matters relating to the financial and program projects management, procurement, public relations and administrative support.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Energy Auditor	\$28,396.00	100.0000 % FT	\$28,396.00
Program Manager	\$53,498.00	100.0000 % FT	\$53,498.00
		Direct Pay Total	\$81,894.00

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

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

No, the fringe cost rates are not approved by a Federal Agency but mandated by the CNMI Government.

Fringe benefit supporting documents was provided for WAP Formula grants on the initial grant application, but we are able to provide them again upon request.

Fringe Benefit Rates attached to SF242 file.

Total Rate of the breakdown below are:

6.2% - Social Security

1.45% - Medicare

1.80% - Life Insurance

18.97% - Health Insurance

Program Manager is 28.42%

Energy Auditor is 26.62%

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Energy Auditor	\$28,396.00	26.6200 %	\$7,559.02

Program Manager	\$53,498.00	28.4200 %	\$15,204.13
		Fringe Benefits Total	\$22,763.15

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
To audit and weatherize homes on Rota & Tinian (see breakdown on cost estimates on number of travel to be performed) To attend conference/workshop/training related to Weatherization Assistance Program (NASCP)	1	\$26,986.00	\$26,986.00
Purchase of fuel/lubricants to be used on official government vehicle to perform WAP services	1	\$1,000.00	\$1,000.00
		Travel Total	\$27,986.00

- 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.

Travel to and from Rota & Tinian as per breakdown (based on prior quotes):

Tinian: \$150 X 6 = \$900

Car Rental 70 X 10 = \$700

Per diem x 242 x 10 = \$2,420

TOTAL: \$4,020

Rota: 350 X 8 = \$2,800

Car Rental 70 X 10 = \$700

Per diem x 255 X 10 = \$2,550

TOTAL: \$6,050

Travel to and from U.S. Mainland to attend conference/training/workshop as per breakdown (based on prior quotes):

U.S.: \$3,013.66 X 3 = \$9,041

Ground Transportation 30 X 20 = \$600

Per diem x 250 x 15 = \$3,750

Registration Fee/Others = \$3,525

TOTAL: \$16,916

\$1,000 - Purchase of fuel/lubricants to be used on an official government vehicle to perform WAP services.

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
-----------	-----------	--------	------------	-----------------------

- 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	\$1,000.00	Purchase of office supplies for the operation of office. Supplies such as ink/toner for Printer/copier/fax machines, pens, pencil, papers, staples, folders, etc.
Materials and Supplies Total	\$1,000.00	

- 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.

Cost of supplies based on prior purchases and quotes.

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*
READINESS	\$64,922.00	Deferral clients that need minimal repair for the home to satisfy both health and safety requirements such as electrical, ceiling repair, floor repair, lighting repair, etc.
Program Operations	\$56,264.00	Purchase of Refrigerators/Air Cons/CFL's to deliver and weatherize homes and other weatherization supplies
Health and Safety	\$13,064.00	Items that require minimal charge for health & safety issues while weatherizing a home such as smoke detectors, solar powered portable battery generators and power surge protectors.
Contracts and Subgrants Total	\$134,250.00	

*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.

General Description	Cost	Justification of Need
Advertising	\$170.00	For yearly announcement of public hearing
Repairs & Maintenance	\$300.00	Maintenance/service fee for computer, printer, copier, etc.
Utilities	\$1,862.00	WAP will be paying 20% of the total utility bill per month from the Commonwealth Utilities Corporation (CUC).
Insurance for Vehicle	\$1,300.00	Cost of annual vehicle insurance for 2022 Toyota 4-runner
Printing	\$300.00	Printing of applications/notices for WAP program services.
Operations (Supplies)	\$1,000.00	Items to be purchased such as cleaning supplies, battery back up, etc. ,
Communications	\$1,800.00	Payment for telephone and cell phone services to answer to clients about WAP services.

NASCP Annual Dues	\$2,642.00	Renewal of Annual Membership dues for National Association for State Community Services Programs
Other Direct Costs Total	\$9,374.00	

- 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.

Other direct costs are based on prior purchases and invoices obtained.

All costs included in Other Costs are properly segregated from indirect costs, meaning they are segregated in the financial system by accounting code or GA ledger number.

All costs proposed are only being used in support of the WAP program.

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.
Yes, there is an approved indirect cost rate by U.S. Department of Interior, this is based on the signed negotiated rate dated on 05/21/2024. I have attached a copy of the approved indirect rate under the SF424.

Because the sum of Fringe Benefits and Indirect Costs is limited to 10% of the total award, CNMI will not be able to charge the full 7.5% approved indirect cost rate to this award.”

- 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: Tracy B. Norita

Phone Number: 6706641100

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
12,169	\$143,017.00	3.8562 %	\$5,515.02
		Indirect Costs Total	\$5,515.02

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001843		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Commonwealth of the Northern Marianas Islands Asuncion Drive, House #1337 Saipan, MP 969500000		4. Program/Project Start Date 07/01/2025	5. Completion Date 06/30/2026

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 282,782.00		\$ 282,782.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 282,782.00	\$ 0.00	\$ 282,782.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) HEALTH AND SAFETY	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 8,189.00	\$ 25,404.00	\$ 0.00	\$ 48,301.00	\$ 81,894.00
b. Fringe Benefits	\$ 1,707.00	\$ 6,372.00	\$ 0.00	\$ 14,684.00	\$ 22,763.00
c. Travel	\$ 1,598.00	\$ 22,593.00	\$ 0.00	\$ 3,795.00	\$ 27,986.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 100.00	\$ 400.00	\$ 0.00	\$ 500.00	\$ 1,000.00
f. Contract	\$ 0.00	\$ 17,882.00	\$ 13,624.00	\$ 37,822.00	\$ 134,250.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 938.00	\$ 5,521.00	\$ 0.00	\$ 2,915.00	\$ 9,374.00
i. Total Direct Charges	\$ 12,532.00	\$ 78,172.00	\$ 13,624.00	\$ 108,017.00	\$ 277,267.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,515.00	\$ 5,515.00
k. Totals	\$ 12,532.00	\$ 78,172.00	\$ 13,624.00	\$ 113,532.00	\$ 282,782.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001843		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Commonwealth of the Northern Marianas Islands Asuncion Drive, House #1337 Saipan, MP 969500000		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 282,782.00	\$ 0.00	\$ 282,782.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) WEATHERIZATION READINESS	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 81,894.00
b. Fringe Benefits	\$ 0.00				\$ 22,763.00
c. Travel	\$ 0.00				\$ 27,986.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 1,000.00
f. Contract	\$ 64,922.00				\$ 134,250.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 9,374.00
i. Total Direct Charges	\$ 64,922.00				\$ 277,267.00
j. Indirect Costs	\$ 0.00				\$ 5,515.00
k. Totals	\$ 64,922.00				\$ 282,782.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MP Grant Number: SE0001843 Program Year: 2025

Name: **CNMI Dept. of Public Works**

Contact: Thelma Inos

UEI: ENCGELU7GNB7

DUNS: 854854247

Address: P.O. Box 500340

Phone: (670) 664-4480

Saipan, MP 96950-0000

Fax: () -

Email: Cnmienergy@gmail.com

Counties served: Northern Mariana Islands

Tentative allocation: \$ 192,078.00

Congressional

CD

Planned units: 46

districts served:

MP-Statewide

Type of organization: Unit of local government

Source of labor: Agency and Contractors

U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001843, State: MP, Program Year: 2025

Recipient: Commonwealth of the Northern Marianas Islands

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
CNMI Dept. of Public Works (Saipan)	\$192,078.00 46
Total:	\$192,078.00 46

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		35
Rewaterized Units		11
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	35
C	Total Units Reweatherized	11
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	46
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$113,532.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	46
H	Average Program Operations Costs per Unit (F divided by G)	\$2,468.09
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$2,468.09

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	46	29.3	1348
	Prior Year Estimate	80	29.3	2344
	Prior Year Actual	29	29.3	850
Method used to calculate savings description:				
The method used to calculate energy saving is the WAP Algorithm set by USDOE to obtain an amount of energy to be saved. USDOE cites the 2005 Meta-evaluation that suggests a much higher rate of energy saving from weatherization in cold climate regions versus hot climate regions.				

IV.4 DOE-Funded Leveraging Activities

CNMI Energy does not anticipate any DOE-funded leveraging activities at this time.
--

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

IV.5 Policy Advisory Council Members

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

Arlene Yamagata	Type of organization: Local agency Contact Name: Ms. Arlene Yamagata, Director Phone: 6703226537 Email: ayamagata@ovrgov.net
Kevin O. Watson	Type of organization: Utility Contact Name: Mr. Kevin O. Watson, Executive Director Phone: 6706647502 Email: kevinowatson@cucgov.org
Pamela Sablan, Exec. Director	Type of organization: Local agency Contact Name: Ms. Pamela Sablan, Executive Director Phone: 6706647000 Email: psablan.cnmicdd@gmail.com
Resel Billy-Magofna	Type of organization: Local agency Contact Name: Ms. Resel Billy-Magofna Phone: 6706642568 Email: resel.billy@liheap.gov.mp
Vicenta Rosario	Type of organization: Local agency Contact Name: Vicenta Rosario Phone: 6706644884 Email: vicentarosario@cnmimedicaid.com

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
03/25/2025	* Newspaper Announcement: The Marianas Variety Newspaper published the public hearing notice on March 05, 2025. * Public hearing was held on March 25, 2025 at our government offices. Location: Energy Office 1337 Asuncion Drive. Capitol Hill Saipan, MP 96950

IV.7 Miscellaneous

<p>Recipient Business Officer / Principal Investigator:</p> <p>Thelma B. Inos</p> <p>Director, Division of Energy</p> <p>Email: cnmienergy@gmail.com / t.inos@cnmienergy.gov.mp</p> <p>Phone Contact: (670) 664-4480/1</p>
--

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

A household is eligible for weatherization services when CNMI Energy Office has certified the households to be eligible based on the criteria from 10 CFR Part 440.22. A dwelling unit shall be eligible for weatherization assistance if it is occupied by a family unit.

(1) With income at or below 200% of the poverty level determined in accordance with criteria established by the Office of Management and Budget, except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of Health and Human Services, determines that such 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. 88-452 U.S.C. §2701 et seq;

(2) Which contains a member who has received cash assistance payment under the Title I 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. CNMI Energy Office may certify that applicants have met the income requirements of HUD means-tested program 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.

CNMI Energy Office has established written policies that set forth procedures to determine dwelling unit priority [330.16]. Written policies cover income eligibility, determination of home owner eligibility. CNMI Energy Office 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.

Also, CNM Energy Office will follow the policies outlined in the "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.

Describe what household eligibility basis will be used in the Program

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

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

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

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

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

V.1.2 Approach to Determining Building Eligibility

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

Procedures to determine that units weatherized have eligibility documentation

During the application intake process, CNMI Energy Office will require submission of every income-earned documentation 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.

Multi-Family Building:

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

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

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

Describe Reweatherization compliance

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

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

Describe what structures are eligible for weatherization

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

Describe how Rental Units/Multifamily Buildings will be addressed

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

Describe the deferral Process

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

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

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

Deferral conditions may include:

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

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

Weatherization Readiness Funds

1. Describe how funds will be distributed and how households will be prioritized to receive WRF.

WRF funds will be distributed to households that require services outside the typical scope of weatherization to prepare the dwelling for weatherization work. The CNMI Energy Office will prioritize households based on the complexity and cost of the necessary repairs, as well as the severity of any identified health or safety risks. Eligible households may present conditions such as roofing issues, plumbing or electrical hazards, mold, or other significant concerns. Funding is capped at \$5,000 per unit. Prioritization will be determined through a comprehensive inspection conducted by CNMI Energy Office staff to identify all deferral issues and minimize the risk of multiple deferrals.

2. State that they will ensure that funds will be expended on units weatherized with formula PY 2025 grant funds.

The CNMI Energy Office will ensure that Weatherization Readiness Funds are expended only on units that will be weatherized using either formula PY 2025 or IJJA grant funds.

3. State that they will monitor and track the funds for each building and unit weatherized, and at a minimum, capture measures/repairs and associated costs.

The CNMI Energy Office will monitor and track all WRF expenditures through its existing Weatherization Assistance Program (WAP) database. This tracking will include, at a minimum, each measure or repair completed, as well as the associated costs for each unit.

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

The CNMI Energy Office will ensure that all funds expended through the WRF lead to a completed, weatherized unit. WRF funding will be applied only to units that are expected to proceed to and complete the full weatherization process.

5. Did the grantee provide how they track deferral?

Yes, the CNMI Energy Office has established procedures to track deferrals. A detailed inspection is conducted to identify all deferral issues before WRF is applied. This approach is designed to reduce repeated deferrals. All deferral-related information, including identified issues and corrective actions taken, is recorded and monitored in the WAP database system.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

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

V.2 Selection of Areas to Be Served

Islands of Saipan, Tinian, Rota

V.3 Priorities

Should a waiting list exist, weatherization services will be extended to primary owned dwelling to qualified Low Income Applicant respectively:

- elderly persons (60 years and older);
- family or persons with disability(ies);
- families with children age 17 and below;
- high residential energy users; and
- household with a high energy burden

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

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

Five being the highest

One being the lowest

V.4 Climatic Conditions

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

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, State: MP, Program Year: 2025
Recipient: Commonwealth of the Northern Marianas Islands

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

An energy audit will be conducted to determine the type of measure to be performed by utilizing the approved diagnostic equipment. WAP will contain the elements of, but not limited to the: replacement of inefficient to efficient refrigerator, window type air condition unit, and other measures i.e., replacement of incandescent light bulbs to compact fluorescent bulbs, installation of door strip, caulking/insulation, minor repairs of exposed lighting wires and light switch, etc.).

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

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

V.5.1: Technical Guides and Materials:

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

Services May Include:

Energy Audit

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

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

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

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

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

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

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

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

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

Field guide types approval dates

Single-Family:
Manufactured Housing:
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

Single-family Priority list as approved by U.S. DOE on November 02, 2021

Approval Date: 3/7/2022

Audit Procedure: Manufactured Housing

Audit Name:

Approval Date:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

N/A

V.5.3 Final Inspection

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

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

V.6 Weatherization Analysis of Effectiveness

Program production and achievement are analyzed pre- and post- services. Post data tracking shall be compiled utilizing utility bill. The review will confirm that measures are performed according to the program standards. This process will allow for identification of trend that may express a training need, or specific jobs that may need to be monitored due to documentation measures. In addition, clients are performing good energy conservation practices as educated by CNMI WAP personnel.

PROCESS Evaluation:

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

V.7 Health and Safety

(See Attached Health and Safety)

A deferral/referral form has been developed and shall be issued to clients when it has been determined that it is necessary to defer services.

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001843, State: MP, Program Year: 2025

Recipient: Commonwealth of the Northern Marianas Islands

V.8 Program Management

V.8.1 Overview and Organization

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

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

The state agency will:

1. administer WAP in accordance to the purpose of the program to eligible low-income families that meet the

approved poverty income

2. ensure timely services to qualified low income families

3. collaborate with other entities that serves the low income to access WAP services

4. educate and provide energy efficiency information to clients

Agency Composition:

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

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

administration of services

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

reports

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

the installation of services

Other programs under Energy:

*State Energy Program (SEP) Formula Grant

*SEP ARRA

*Energy Efficiency Conservation Block Grant (EECBG) ARRA

V.8.2 Administrative Expenditure Limits

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

V.8.3 Monitoring Activities

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001843, **State:** MP, **Program Year:** 2025
Recipient: Commonwealth of the Northern Marianas Islands

program.

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

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

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

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

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

V.8.4 Training and Technical Assistance Approach and Activities

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

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

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

Training Opportunities:

- Basic Weatherization Strategy/Tactics
- OSHA Safety Training
- DOE Mandated Regulations (Program Management in Policies, Regulations)
- ASHRAE
- Inspector Refresher (as needed)
- Diagnostic standards
- Combustion Appliance Testing Compliance
- Database System
- Codes and Standards
- Quality Control
- Standard Weatherization Fundamentals as needed (insulation, air sealing, health and safety, auditor and crew)
- Ongoing Lead Safe Work Practices to maintain compliance with all EPA regulations and DOE Guidance
- Applicable certifications

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

We will be attending in person the 2024 Energy OutWest for hands-on training, tutorial, and one on one opportunities on new technologies with the weatherization experts. In addition, training from NASCSP to earn BPI credits.

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

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001843, State: MP, Program Year: 2025

Recipient: Commonwealth of the Northern Marianas Islands

Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

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

V.9 Energy Crisis and Disaster Plan

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

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

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

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