

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <span style="float: right;">If Revision, select appropriate letter(s)</span> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <span style="float: right;">Other (specify):</span> <input type="checkbox"/> Revision	
3. Date Received		4. Applicant Identifier:	
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-EE0007915	
<b>State Use Only:</b>			
6. Date Received by State:		7. State Application Identifier:	
<b>8. APPLICANT INFORMATION:</b>			
a. Legal Name: State of Hawaii Department of Labor and Industrial Relations Office of Community Se			
b. Employer/Taxpayer Identification Number (EIN/TIN): 990266120		c. Organizational DUNS: 949978845	
<b>d. Address:</b>			
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			
<b>e. Organizational Unit:</b>			
Department Name: Department of Labor & Industrial Relations		Division Name: Office of Community Services	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
Prefix: Ms <span style="margin-left: 150px;">First Name: Rona</span> Middle Name: M Last Name: Suzuki Suffix: Title: Executive Director Organizational Affiliation: Telephone Number: 8085868675 <span style="margin-left: 150px;">Fax Number: 8085868685</span> Email: rona.m.suzuki@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-0002017

Title:

2017 Weatherization Assistance Program Funding

**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: 10/01/2017

b. End Date: 09/30/2018

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

a. Federal	215,750.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	215,750.00

**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 on: 01/20/2014
- 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 comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

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 specific instructions.

**Authorized Representative:**

Prefix: Ms First Name: Rona

Middle Name: M

Last Name: Suzuki

Suffix:

Title: Executive Director

Telephone Number: 8085868675

Fax Number: 8085868685

Email: rona.m.suzuki@hawaii.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 09/19/2017

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007915		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Hawaii Department of Labor and Industrial Relations Office c 830 Punchbowl Street, Rm. 420 Honolulu, HI 968135095	4. Program/Project Start Date 10/01/2017		
	5. Completion Date 09/30/2018		

**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. Award	81.042	\$ 0.00		\$ 215,750.00		\$ 215,750.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 215,750.00	\$ 0.00	\$ 215,750.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 7,214.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,214.00
b. Benefits	\$ 3,574.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,574.00
c. Travel	\$ 0.00	\$ 0.00	\$ 7,000.00	\$ 0.00	\$ 7,000.00
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	\$ 20,686.00	\$ 0.00	\$ 22,000.00	\$ 197,962.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 10,788.00	\$ 20,686.00	\$ 7,000.00	\$ 22,000.00	\$ 215,750.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 10,788.00	\$ 20,686.00	\$ 7,000.00	\$ 22,000.00	\$ 215,750.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007915		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Hawaii Department of Labor and Industrial Relations Office o 830 Punchbowl Street, Rm. 420 Honolulu, HI 968135095	4. Program/Project Start Date		10/01/2017
	5. Completion Date		09/30/2018

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	\$ 215,750.00	\$ 0.00	\$ 215,750.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 7,214.00
b. Benefits	\$ 0.00				\$ 3,574.00
c. Travel	\$ 0.00				\$ 7,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 155,276.00				\$ 197,962.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 155,276.00				\$ 215,750.00
j. Indirect	\$ 0.00				\$ 0.00
k. Totals	\$ 155,276.00				\$ 215,750.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: State of Hawaii Department of Labor and Industrial Relations Office  
of Community Services  
Award number: EE0007915

Budget period: 10/01/2017 - 09/30/2018

**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:

<b>Position</b>	<b>Description of Duties of Professionals</b>
Program Specialist	Project Administration Program Support
Fiscal Staff	Fiscal Administration

Direct Personnel Compensation:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Program Specialist	\$47,172.00	11.4300 % FT	\$5,391.76
Fiscal Staff	\$45,000.00	4.0497 % FT	\$1,822.36
		<b>Direct Pay Total</b>	<b>\$7,214.12</b>

**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.

Fringe benefit rates is approved by the U.S. Department of Health and Human Services (DHHS). Please see Attachment A, in SF-424, for a copy of the approved FY 16 rate. The fringe benefit rate for FY17 & FY 18 have not been issued yet and we are currently waiting for approval.

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

Fringe Benefits Calculations

<b>Position</b>	<b>Direct Pay</b>	<b>Rate</b>	<b>Benefits</b>
Program Specialist	\$5,391.76	49.5400 %	\$2,671.08
Fiscal Staff	\$1,822.36	49.5400 %	\$902.80
		<b>Fringe Benefits Total</b>	<b>\$3,573.88</b>

**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.

<b>Purpose of Trip</b>	<b>Number of Trips</b>	<b>Cost Per Trip</b>	<b>Total</b>
DLIR-OCS is budgeting for airfare, rental car, parking, and perdiem to monitor the three providers that do not reside within the island of Oahu.	3	\$400.00	\$1,200.00
DOE issued WAP Memorandum 026, which authorized and encouraged the use of T&TA funds to attend the National Association for State community Service Programs (NASCSPP). Therefore, DLIR-OCS is budgeting for airfare, transportation, hotel, and perdiem to attend one of NASCSPP's annual training conferences.	1	\$5,800.00	\$5,800.00

Travel Total                       
\$7,000.00

- 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 \$5,800 for travel to conferences. The estimated costs are based on a combination of previous travel for training and conference related expenses from FY 2016 and FY 2017 and on current airline, lodging and rental car quotes.

DLIR-OCS is estimating \$1,200 for travel to the neighbor islands to conduct monitoring activities. The estimated costs are based on a combination of previous travel for monitoring and on current airline and car rental quotes.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

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

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

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

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

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
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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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantee Program Operations	\$155,276.00	Total amount that will be contracted to subgrantees for their program operations budget category and to use for weatherizing of homes.
Subgrantee T&TA	\$22,000.00	DLIR-OCS is budgeting for subgrantee to provide Training and Technical Assistance (T&TA) for staff (i.e. attend training conferences, register for online training courses, materials for training pamphlets).
Subgrantee Administrative	\$20,686.00	New award is less than \$350,000 so subgrantee can be allocated 10% of new award for admin costs.
Contracts and Subgrants Total	<u>\$197,962.00</u>	

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

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

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

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
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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.

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.

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:

Phone Number:



**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007915, State: HI, Program Year: 2017)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Hawaii County Economic Opportunity Council (Hilo)	\$47,155.00 48
Honolulu Community Action Program (Honolulu) (Honolulu)	\$109,993.00 16
Kauai Economic Opportunity, Inc. (Lihue) (Lihue)	\$14,857.00 2
Maui Economic Opportunity, Inc. (Wailuku)	\$25,957.00 15
<b>Total:</b>	<b>\$197,962.00</b> <b>81</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	81
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<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	81
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	81
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	\$155,276.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	81
H	Average Program Operations Costs per Unit (F divided by G)	\$1,916.99
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$1,916.99

**IV.3 Energy Savings**

Method used to calculate savings: <input type="checkbox"/> WAP algorithm <input checked="" type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	81	N/A	1199 *
Prior Year Estimate	0	29.3	0
Prior Year Actual	0	29.3	0
* Energy Savings values were manually entered.			
<b>Method used to calculate savings description:</b>			
Depending on home audits, a variety of weatherization measures will be installed. The potential energy savings are estimated per measure as follows:			

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007915, State: HI, Program Year: 2017)**

- Solar water heater - 7.68 MMBtu savings/yr (based on Hawaii Energy data-backed calculation for Oahu)
- Compact fluorescent light - 0.09 MMBtu savings/yr (based on Hawaii Energy calculation for Oahu)
- Hybrid heat pump - 10.31 MMBtu savings/yr (Based on DOE test procedure and comparison of a 50-gallon standard electric tank water heater using 16.65 MMBtu per year vs. the GeoSpring hybrid heat pump water heater using 6.33 MMBtu per year.)
- Refrigerator replacement - 3.90 MMBtu savings/yr (from DOE estimate published by Energy Star)
- Room air conditioner replacement - 0.45 MMBtu savings/yr (from Energy Star average calculation for replacing a 10 year old unit)

For the purposes of estimating an annual savings per unit, a typical home might receive 8 CFLs, a hybrid heat pump and a refrigerator -- kWh/yr savings would be 14.80 Mbtu.

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

Not Applicable

**IV.5 Policy Advisory Council Members**

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

State of Hawaii Department of Human Services	Type of organization: Unit of State Government Contact Name: Teri Ann Escudero, LIHEAP Coordinator Phone: 8085865734 Email: <a href="mailto:tescudero@dhs.hawaii.gov">tescudero@dhs.hawaii.gov</a>
State of Hawaii, DBEDT	Type of organization: Unit of State Government Contact Name: Dean Masai, CGP Energy Analyst Phone: (808)587-3804 Email: <a href="mailto:dmasai@dbedt.hawaii.gov">dmasai@dbedt.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
No record found	

**IV.7 Miscellaneous**

Business Contact: Name: Rona M. Suzuki E-mail: <a href="mailto:Rona.M.Suzuki@hawaii.gov">Rona.M.Suzuki@hawaii.gov</a> Phone #: 808-586-8675  Principal Investigator: Name: Bethany M. Foo E-mail: <a href="mailto:Bethany.M.Foo@hawaii.gov">Bethany.M.Foo@hawaii.gov</a> Phone #: 808-586-8622
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DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: HI Grant Number: EE0007915 Program Year: 2017

<p>Name: <b>Hawaii County Economic Opportunity Council</b></p> <p>Address: 47 Rainbow Drive Hilo, HI 96720-2013</p> <p>Counties served: HAWAII County</p>	<p>Tentative allocation: \$ 47,155.00 Planned units: 48 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p>	<p>Contact: Chad Hasegawa DUNS: 007012883 Phone: (808) 932-2721 Fax: (808) 935-9213 Email: chasegawa@hceoc.net</p>	<p>Congressional districts served: <u>CD</u> HI-02</p>
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<p>Name: <b>Honolulu Community Action Program (Honolulu)</b></p> <p>Address: 1132 Bishop St #100 Honolulu, HI 96813-0000</p> <p>Counties served: HONOLULU County</p>	<p>Tentative allocation: \$ 109,993.00 Planned units: 16 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p>	<p>Contact: Michael Hane DUNS: 060645710 Phone: (808) 447-54503 Fax: (808) 521-4538 Email: michaelh@hcapweb.org</p>	<p>Congressional districts served: <u>CD</u> HI-02 HI-01</p>
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<p>Name: <b>Kauai Economic Opportunity, Inc. (Lihue)</b></p> <p>Address: 2808 Wehe Rd. Lihue, HI 96766-0000</p> <p>Counties served: KAUAI County</p>	<p>Tentative allocation: \$ 14,857.00 Planned units: 2 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p>	<p>Contact: Andrew Denny DUNS: 084547827 Phone: (808) 245-4077234 Fax: (808) 245-7476 Email: kuaieconomicopportunity@gmail.com</p>	<p>Congressional districts served: <u>CD</u> HI-02</p>
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<p>Name: <b>Maui Economic Opportunity, Inc.</b></p> <p>Address: 99 Mahalani St Wailuku, HI 96793</p> <p>Counties served: MAUI County</p>	<p>Tentative allocation: \$ 25,957.00 Planned units: 15 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p>	<p>Contact: Debbie Cabebe DUNS: 077691491 Phone: (808) 243-4300 Fax: () - Email: debbie.cabebe@meoinc.org</p>	<p>Congressional districts served: <u>CD</u> HI-02</p>
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**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0007915, State: HI, Program Year: 2017)**

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

For the purposes of weatherization assistance, low-income means at or below 200 percent of the Federal Poverty Guidelines, as established by the US Department of Health and Human Services. This is in accordance with 10 CFR 440.22 (a).

Describe what household Eligibility basis will be used in the Program

In determining eligibility for weatherization assistance, the Department of Labor and Industrial Relations – Office of Community Services (DLIR-OCS) complies with 10 CFR 440.016 and 10 CFR 440.22, which state that priority for weatherization assistance be given to low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

According to the U.S. Census Bureau’s most recent data, Hawaii had an estimated population of 1,428,557 in 2016. Of this estimated number, 92,856 are children under 5 years old and 235,712 are elderly (65 years and over). Of the total population, an estimated 10.6 percent (151,427 individuals) are living below the poverty level.

In addition, Hawaii faces high energy prices compared to the contiguous United States due to the high cost of imported oil. According to the U.S. Energy Information Administration, Hawaii residents currently pay an average of 29.39 cents/kWh, compared to the national average at 12.80 cents (ref: [https://www.eia.gov/electricity/monthly/epm\\_table\\_grapher.cfm?t=epmt\\_5\\_6\\_a](https://www.eia.gov/electricity/monthly/epm_table_grapher.cfm?t=epmt_5_6_a)). However, the prices also vary depending on the island. According to Hawaii Energy, the island of Oahu pays the least for electricity at 27.4 cents/kWh, while Maui pays 29.3 cents/kWh, Kauai pays 32.2 cents/kWh, Hawaii Island pays 32.5 cents/kWh, Molokai pays 33.9 cents/kWh, and Lanai pays 34.9 cents/kWh (ref: <https://hawaiienergy.com/about/get-the-facts>).

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

DLIR-OCS is fully compliant with Federal provisions related to verification of qualified alien status by adhering to the Qualified Alien Status and Eligibility under Title of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, published November 17, 1997 (62 CFR 61344).

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

Procedures to determine that units weatherized have eligibility documentation

Each subgrantee has intake and client selection procedures in place to determine the eligibility of the client and the dwelling unit. First, staff follows procedures on how to administer an application form, which gathers information on family data, annual income, and client needs. Then a Program Coordinator will screen the application 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 is up, the household may reapply using only a declaration of income statement instead of repeating the complete application process. However, applicants who are on the waiting list are subject to the WPN 16-3 requirement that eligibility documentation be updated at least annually.

Describe Reweathering compliance

Subgrantees are aware that no dwelling unit may be reweatherized if their home was weatherized after September 30, 1994. As part of the eligibility process, potential eligible clients will be asked if their dwelling units were previously weatherized. If a dwelling unit has been previously weatherized, the subgrantees determine if reweatherization shall be given to previously weatherized units, though it is not encouraged. Subgrantees 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 includes the date of weatherization and a description of DOE funds and other funds used for weatherization of a particular dwelling.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0007915, State: HI, Program Year: 2017)**

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

Describe what structures are eligible for weatherization

Weatherization assistance is available for all types of housing, such as single-family homes and multi-family homes, as long as it is occupied by a family unit that meets the client eligibility criterias.

Describe how Rental Units/Multifamily Buildings will be addressed

When subgrantees determine eligibility and weatherization of rental units and multi-family buildings, the landlord of the structure signs an agreement (see Landlord Cooperation Agreement attachment) that states that they will not raise the tenant's rent for the next five years, they will be notified when weatherization improvements have been completed, and they will follow the rules and regulations for evicting a tenant, in accordance with 10 CFR 440.22 (b)(3). In addition, for multi-family buildings, the subgrantee will ensure that a minimum of 66 percent of the dwelling units in the building are occupied by a family that meets the income requirements, in accordance with 10 CFR 440.22 (b).

Describe the deferral Process

When there are major health, safety, or durability problems, the subgrantee decides whether to defer work in a dwelling or to provide no 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. The client will be given 30 days to take corrective action. If the client is able to take corrective action within 30 days, then work will resume as soon as possible. If the problem is not corrected within 30 days, the subgrantee will change the status of the job to inactive. The client is able to reapply once the problem on the Deferral Notice has been corrected.

Deferral measures are referenced in the Hawaii Weatherization Field Guide (see Hawaii Weatherization Field Guide Attachment).

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Definition of children (below age): 5

**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.

The indigenous people of Hawaii, Native Hawaiians, who are low-income will receive benefits equivalent to the weatherization assistance provided to other low-income applicants, within the State, and participate in the same application process.

**V.2 Selection of Areas to Be Served**

Given Hawaii's unique geography, weatherization assistance is provided statewide to all four counties, the City and County of Honolulu County, Kauai County, Maui County, and Hawaii County.

DLIR-OCS was granted a procurement exemption (see PY17 Procurement Exemption) for the Community Action Agencies (CAA) to operate WAP in alignment with 10 CFR 440.15. The CAAs are:

- Honolulu Community Action Program, City and County of Honolulu;
- Kauai Economic Opportunity, Inc., County of Kauai;
- Maui Economic Opportunity, Inc., County of Maui; and
- Hawaii County Economic Opportunity Council, County of Hawaii.

If at any time during the program year, a subgrantee is unable to meet WAP requirements, cancels its weatherization contract, or has any excess funds; then DLIR-OCS reserves the right to reallocate the funds among the remaining subgrantees.

**V.3 Priorities for Service Delivery**

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 440.016 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 to clients with high energy burden.

**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 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**

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**V.5.1 Technical Guides and Materials**

DLIR-OCS has a field guide and field standard (see attachments) that all subgrantees follow in addition to the 10 CFR 440 and 10 CFR 600. 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 of measures is 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 December 19, 2016). The following measures are listed in the order of highest to lowest in terms of cost effectiveness:

- Low-Flow Showerheads;
- Low-Flow Faucet Aerators;
- Compact Fluorescent Light Bulbs (CFLs) or Light-Emmitting 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.

All subgrantee agreements and vendor contracts, active in Program Year 2017 and beyond, include language that clearly documents the SWS specifications for work quality outlined in WPN 15-4, section 2.

Subgrantees 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 SP Priority List Attachment)

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** The attached State of Hawaii Priority List, approved on December 19, 2016, serves as an audit procedure for single family homes.

**Manufactured Housing :** N/A in Hawaii

**Multi-Family :** The attached State of Hawaii Priority List approved on December 19, 2016, serves as an audit procedure for single family.

Comments

A pre-installation evaluation, a post-installation evaluation, and an evaluation three and six months after the final inspection is 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 weatherized measures installed in the dwelling.

**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

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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 15-4 section 3, which governs the quality control inspection process and outlines disciplinary actions for he 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.

**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 provider. 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 Healthy and Safety Attachment)

**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 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**

The funding allocated to the State of Hawaii is under \$350,000. Therefore DLIR-OCS budgets for a total of 10 percent for subgrantee's administrative budget



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and five percent for the grantee's administrative budget. The administrative budget is used to pay for the costs related to fiscal operation and managerial oversight.

**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 agencies in their program operations and compliance with DOE and State regulations.
5. Advising agencies 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. 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 local weatherization agencies through:

1. Desktop monitoring: The DLIR-OCS Program Specialist 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 field visit per year. Additional visits are scheduled as needed to address specific subgrantee issues as they arise. Included in these visits are:
  - Fiscal Monitoring:
    - i. Review of financial records;
    - ii. Review of purchasing and bidding practices;
    - iii. Review of payroll and documentation;
    - iv. Review of travel records;
    - v. Review of vendor payments; and
    - vi. Reviews last fiscal audit.
  - Field Monitoring
    - i. Client files;
    - ii. Weatherization materials, tool, equipment, and inventory;
    - iii. Client scheduling practices;
    - iv. Safety policies and practices; and
    - v. Ten percent of all weatherized units.

DLIR-OCS observes the following procedures for monitoring:

1. Monitoring visits will be scheduled in advance with the agency subgrantee. The WAP Manager will send a memorandum with the monitoring schedule. Subgrantee agencies will be given a period of time to inform the WAP Manager if there are overriding conflicts with the scheduled dates for the agency, and new monitoring dates will be selected.
2. Upon arrival at the agency, the monitor(s) 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. An exit interview will be tentatively scheduled with the Weatherization Coordinator and all other staff of the subgrantee. The Weatherization Coordinator must be available at all times during the monitoring visit.
3. DLIR-OCS will conduct inspections on:
  - i. At least 10 percent of the units reported as completed will have an on-site monitoring inspection;
  - ii. At least 10 percent of the units reported as completed will have files reviewed;
  - iii. Spot checks will be made by the Program Specialist of the material on hand at the subgrantees' storage as well as materials already installed; and
4. DLIR-OCS will conduct an exit interview with the Weatherization Coordinator and all other staff of the subgrantee as DLIR-OCS considers appropriate on the basis of the information received during the monitoring inspection. The exit interview will include a review of the monitoring analysis.
5. 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

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- subgrantee. 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. DLIR-OCS will prepare the monitoring report within 30 days after the conclusion of the monitoring visit. 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.
6. Action for removal of a subgrantee from the program: If DLIR-OCS determines, in its sole discretion, that the provider has failed to provide the required services adequately or satisfactorily, the contract between DLIR-OCS and the provider will be terminated.

Termination under this section will be made by a written notice sent to the provider 30 working days prior to the termination date. The decision of DLIR-OCS to terminate the contract shall be final and not reviewable by any court or other decision-making body. The provider shall cooperate with the State to effect an orderly transition of services to clients.

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

The management of the weatherization program at the local level requires expertise in a wide array of areas including construction management, fiscal policy, client education, energy transfer theory, materials science, installation techniques, and related issues. In addition, weatherization agencies must operate their programs in accordance with a variety of governmental regulations and policies. Therefore, DLIR-OCS's approach to T&TA activities includes training at the grantee and subgrantee level. T&TA needs are assessed through on-site visits, email requests, detailed evaluation from regional training sessions, and any monthly program reports.

A portion of the T&TA funds are distributed to local agencies to use for their particular weatherization-related training needs, such as workshops targeting best practices for weatherization personnel, and weatherization specific conferences.

Grantee & subgrantee T&TA:

In PY16, a portion of the T&TA funds were used to attend the National Association for State Community Services Programs (NASCSPP) Spring Training Conference in Arlington, Virginia. During the training conference, representatives from NASCSPP, the Department of Energy, and Program Managers for WAP presented on various topics related to the program such as PY2017 State Plan, the American Customer Satisfaction Index, funding allocation, and how to use Low Income Homes Energy Assistance Program funds for WAP.

**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>).