



**OFFICE OF COMMUNITY SERVICES (OCS)
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS (DLIR)
STATE OF HAWAII**

**WEATHERIZATION PROGRAMS
POLICIES AND PROCEDURES**
(As of April 2025)

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The U.S. Department of Energy (DOE) is the federal entity that oversees the Weatherization Assistance Program (WAP), which aims to reduce energy costs for low-income households by increasing the energy efficiency of their homes. Hawaii's Office of Community Services (OCS) oversees WAP and is the grantee, and the subgrantees contracted to administer weatherization services are the subgrantees. Hawaii's DOE Energy Technology Program Specialist is Tawanna Holloway

Weatherization

A weatherized dwelling unit is a low-income single, multi-family, or rental unit that has had current appliances replaced and weatherization measures installed to reduce the cost of energy expenditures. See Appendix 1 for Hawaii's approved Priority List. To qualify for DOE weatherization services, a potential participant must earn an income at or below the 200 percent of the Federal Poverty Guidelines for Hawaii or receive cash assistance payments under Title IV or XVI of the Social Security Act¹.

OCS and subgrantees must follow Hawaii's WAP Priority List, which identifies the priority measures approved by DOE to be installed in homes and ensures that energy audit procedures are used. The following measures are on Hawaii's Priority List (Appendix 1):

- Low-Flow Showerheads & Faucet Aerators;
- Compact Fluorescent light (CFL) or Light Emitting Diode (LED) Lighting;
- Advanced Power Strip;
- Hybrid Heat Pump Water Heater or Solar Water Heater;
- Small Room Air Conditioner;
- Very Large Room Air Conditioner; and
- Refrigerator.

The following building types are on Hawaii's Priority List (Appendix 1):

- Single Family Homes;
- Manufactured Homes; and
- Small Multifamily Homes (5-24 units; building must be 3 stories or less with no existing heating/cooling system besides window units).

Hawaii gives priority to households with²:

- Elderly (60+ years of age);
- Disabilities;
- Children (Children means dependents not exceeding 19 years or a lesser age set forth in the State plan³.)
- High energy burden; and
- High energy user.

¹ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.22 (2020).

² Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.16(b).

³ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.3.

Based on the Weatherization Program Notice (WPN) 25-4, Expansion of Client Eligibility in the Weatherization Assistance Program, issued by the U.S. Department of Energy (DOE), serves to streamline the WAP intake process by expanding WAP's categorical income eligibility to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of the Area Median Income. WAP has a provision to allow inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP)⁴.

A *Dwelling Unit* means a house, including a stationary mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters⁵, and *Single-Family Dwelling Unit* means a structure containing no more than one dwelling unit⁶.

A *Rental Dwelling Unit* is defined as a dwelling unit occupied by a person who pays rent for the use of the dwelling unit⁷. A subgrantee may weatherize a single-family home or a building with rental dwelling units as long as the tenants fall within the eligibility requirements and the subgrantee obtains the written permission of the owner or their agent. Prior to weatherizing any rental unit, subgrantees shall have the property owner sign a Landlord Cooperation Agreement (also referred to as a landlord tenant agreement) (1) to ensure written permission from the property owner or authorized agent is obtained before commencing work; (2) to help identify the direct benefits of the weatherization work performed; and (3) to ensure that the benefits accrue primarily to the low-income client. The Landlord Cooperation Agreement prevents the landlord from evicting the tenant or from increasing rent, unless the eviction or rent increase is demonstrably related to matters other than the weatherization work performed⁸. Subgrantees may use their own versions of a landlord tenant agreement provided that it complies with all applicable policies and procedures regarding weatherizing rental units.

A *Multifamily Dwelling Unit* is defined as a building with more than one dwelling unit. When weatherizing multifamily dwelling unit the subgrantee shall ensure that (1) written permission of the owner or agent has been obtained and (2) not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building (i) are income eligible dwelling units, or (ii) will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building. For reporting, DOE characterizes multifamily buildings as any building that contains two or more dwelling units wherein the units can't be isolated from one another. DOE adjusted the reporting mechanism to allow Grantees, beginning in PY2017 to report 2-4 units and 5+ units in separately. All units within a building containing two or more units, are reported as completed multifamily units with each unit counted separately within the designated category.

⁴ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.22(a)(3).

⁵ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.3.

⁶ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.3.

⁷ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.3.

⁸ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.22(b)(3).

To weatherize any dwelling unit a subgrantee cannot spend over the DOE approved maximum cost per dwelling unit for the current Program Year and must conduct the following:

- Community Outreach – Advertise the program and conduct energy efficiency education to the community via social media, presentations, radio, etc.
- Intake – Determine if a participant is income eligible for weatherization services and if the participant’s home is eligible to receive weatherization services.
 - Income eligibility - A participant can be determined income eligible when the household is at or below 200 percent of the most recent Federal Poverty Guidelines for Hawaii or contains a household member who receives cash assistance payments under Title IV or XVI of the Social Security Act during the 12-month period preceding the determination of eligibility. Subgrantees may certify that participants have met the income requirements of HUD means-tested programs through mechanisms, including but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. The method of income eligibility verification must be placed in the client’s file.
 - Household eligibility – priority shall be given to households with elderly persons (over the age of 60), persons with disabilities, families with children (up to age 19), high residential energy users, and households with a high energy burden. This is not a requirement for the U.S. Department of Health and Human Services’ Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program.
 - Qualified aliens are eligible for weatherization benefits as per the U.S. Department of Health and Human Services’ (HHS’s) interpretation of the Qualified Alien Status and Eligibility provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 that DOE WAP followed.
- Pre-Assessment/Energy Audit⁹ – Conduct a pre-assessment or an energy audit of the dwelling unit to identify energy consumption levels, what appliances are currently being used, what appliances meet the Savings Investment Ratio (SIR) < 1¹⁰, and what health and safety hazards need to be abated.
 - DOE stipulated that when assessing rental units in a multi-family dwelling unit (5 or more units) for weatherization, the single-family dwelling unit priority list may be used (Appendix 1) if the rental units have their own utility bill.
 - If a participant resides in a privately-owned multifamily building, then the subgrantee shall determine the percentage of income eligible residences by either contacting the building owner/manager to obtain such Section 8 Housing Choice Voucher records or by individually verifying which residents are income eligible through the Multifamily Occupancy Report.
- Installation of Weatherization Measures – Subgrantee’s staff or a third party may install small weatherization measures, CFL and LED light bulbs, low-flow showerheads, faucet aerators, and power strips into a participant’s house.

⁹ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.21(e).

¹⁰ Weatherization Assistance for Low-Income Persons, 10 C.F.R. § 440.21(d).

- Post-Assessment/Final Inspection – Inspect the participant’s dwelling unit once weatherization materials have been installed to verify and certify that the installation has been completed in a workmanlike manner. Only after a dwelling unit has had a final inspection can it be reported to DOE as completed.¹¹ The subgrantee or third-party vendor must conduct the post-assessment/final inspection. The final inspection is the subgrantee’s last opportunity to ensure that all necessary work has been completed, performed acceptably, and all measures were addressed according to Hawaii’s Special Work Specifications (SWS) Field Guide and done in accordance with SIR rankings. Since Hawaii is a baseload program, subgrantees are not required to become certified Quality Control Inspectors (QCI) to conduct the post-assessment/final inspection. However, each subgrantee’s final inspector needs to be trained on the specific measures the State of Hawaii is approved to install. The final inspector must certify and document in the client file that all work performed meets or exceeds the specifications as outlined in Hawaii’s SWS Field Guide and done in accordance with SIR rankings.
 - Final inspections shall include a walk-through of the dwelling to review and assess the original pre-inspection, and any changes necessary, and audit recommendations and confirm that the measures called for on the work order were appropriate and in accordance with Hawaii’s WAP procedures; inspection of all work performed to ensure it has been completed in a professional and workman-like manner and that it meets or exceeds the specifications of Hawaii’s SWS Field Guide; an inspection of material used to ensure appropriate and approved materials were used; an inspection of work areas to make sure the area has been left in a clean and orderly manner; an inspection of work areas to ensure there was no damage to existing finishes or household items; a thorough inspection to ensure all health and safety issues have been corrected and that no new hazards exist due to weatherization; safety testing of each combustion appliance in the dwelling as necessary; a check of installed measures that were installed, ensuring that the measures performed on the dwelling were completed in order of priority as determined by the SIR ranking; assessment of the post weatherized home for any missed opportunities; the final inspector is responsible for obtaining and ensuring all the proper signatures on the completed work plan with dated signatures from the client and final inspector; and, any work not completed or requiring additional attention must be noted on the Subgrantee’s rework or memo and be included in the client file.
- Energy Efficiency Education to the Participant – Educate the participant on how to properly use and care for the weatherization measures that were installed to ensure that energy expenditures remain low and do not spike back up.

Weatherization Readiness Funds

On March 15, 2022, the President signed into law H.R. 2471, the Consolidated Appropriations Act, 2022. Funds were made available to establish a Weatherization Readiness Fund (WRF) program under this Public Law. Through this WRF set-aside fund, WAP can address the necessary repairs (e.g., Health and Safety issues, structural) in dwellings deferred from receiving weatherization

¹¹ 10 CFR 440.16(g)

services, or dwellings that are currently in the queue to be weatherized, but at risk of deferral. Subgrantees must only use WRF on necessary repairs, cleanup, and remediation needs of the physical dwelling itself that, if left uncorrected, has led, or would lead to a deferral under Hawaii's deferral policy; and if corrected, will lead to a DOE completion. There may be situations where structural or health and safety issues are so great that the limited WRF resources cannot adequately correct the conditions to make the unit weatherization ready. In these situations, subgrantees shall follow Hawaii's deferral policy and refer the dwelling to other resources. Subgrantees may not use WRF to cover the cost of expenditures allowable with formula funds (i.e., client intake, energy audits, energy conservation measures (ECM), final inspections, etc.).

Subgrantees can utilize WRF in annual formula and WAP Bipartisan Infrastructure Law (BIL) funded weatherization projects.

Refer to Hawaii's most recently approved State Plan to review the WRF Plan that addresses the following elements:

- How funds will be distributed;
- How households will be prioritized for WRF;
- Defines a reasonable time for unit completion;
- Outlines any restrictions related to the funding;
- Outlines how OCS will monitor WRF activities; and
- Identifies the WRF average cost per unit (WRF ACPU).

Funding & Budget

WAP uses Program Year (PY) to correlate with the year that the funds are released (i.e. if the funds were released on July 1, 2019, the year would be PY 2019) and each PY runs from July 1 – June 30. Each grant number consists of a minimum of at least three PYs, unless DOE issues a program notice adding an additional budget period and Fiscal Year to the award (i.e. Grant number EE0000176 consisted of PY 2009, PY 2010, PY 2011, and PY 2012).

The DOE announces allocation releases through Weatherization Program Notices (WPN). An estimated allocation is issued first with a final allocation following later in the year. DOE will email the OCS WAP Program Specialist when the estimated and final allocations are posted.

Once the estimated allocation is released, the OCS WAP Program Specialist will determine the proposed budget, which consists of:

- Grantee Administrative Cost;
- Grantee T&TA Cost;
- Subgrantee Administrative Cost;
- Subgrantee Program Cost;
- Subgrantee Weatherization Readiness Funds; and
- Subgrantee T&TA Cost.

OCS may allocate 15 percent of the total award, including WRF for the PY, for administrative costs, seven and a half percent to OCS and seven and a half percent to the subgrantees as a whole. If the State of Hawaii receives less than \$350,000 for the PY, then, of the remaining funds, an additional five percent may be budgeted for the subgrantees as a whole for administrative costs. The following is an example of how these costs could be allocated:

Total Funds Awarded	\$100,000.00
State Admin Cap (5%)	\$5,000.00
Subgrantees' Admin Cap (5%)	\$5,000.00
<hr/>	
Remining Funds	\$90,000.00
Subgrantees' Additional Admin Cap (5%)	\$4,500.00
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Total Subgrantees' Admin Cap	\$9,500.00

Since WAP is statewide, OCS currently distributes the allowed funds for administrative and program costs according to each county's Small Area Income and Poverty Estimates (SAIPE) at the time of contracting.

Once the administrative cost is calculated, the OCS WAP Program Specialist will have to calculate the Training and Technical Assistance (T&TA) cost. When budgeting for T&TA, the OCS WAP Program Specialist may budget up to the amount specified on the allocation WPN and must budget for OCS and the subgrantees separately. OCS's T&TA must include training and travel cost, which accounts for the travel needed to conduct monitoring and to attend any training. If a subgrantee does not anticipate utilizing all T&TA funds allocated for a PY, then the subgrantee can choose to reallocate a portion of T&TA funds to program costs specifically.

Any funds left unspent for administrative cost in a PY will be combined with the unspent program cost in a PY and reallocated to the same subgrantee in the next PY for program cost within the same grant cycle. The subgrantees shall carry over any unexpended program funds, T&TA funds, and WRF to the next PY within the same grant cycle. OCS will carry forward WRF into subsequent PYs within the same grant cycle (e.g., carry unexpended Program Year (PY) 2022 and PY 2023 WRF into PY 2024; however, Subgrantees cannot carry unexpended WRF into the new award in PY 2025).

OCS reserves the right to reallocate funds if a subgrantee does not meet the contractual requirements of the program within a timely manner or if funds are not being efficiently utilized.

WAP- Policy Advisory Council (PAC)

Prior to selecting subgrantees and finalizing the PY's budget, OCS must establish a Policy Advisory Council (PAC), which consists of individuals who have qualifications and sensitivity to solving the problems of low-income persons and are broadly representative of organizations and agencies. The purpose of WAP-PAC is to help advise the grantee on the best way to utilize the available funds in the best interest of low-income persons. The WAP-PAC must approve the subgrantees and budget for the upcoming PY.

There is no official guidance on how many members the WAP-PAC should have, but best practice is to have a minimum of two people. To add or replace a WAP-PAC member, reach out to a replacement candidate. If they accept, then insert their contact information in the Annual File portion of the annual State Plan and inform the DOE Program Specialist and Technical Specialist. Be sure to address this change in the public hearing for the annual State Plan to be reviewed and approved by DOE.

Procurement

Procurement of services is conducted in accordance with Chapter 103F, Hawaii Revised Statutes and must be completed before a contract can be executed. OCS has an ongoing procurement exemption (Appendix 2) for the subgrantees that administer WAP based on Title 10 Code of Federal Regulations (CFR) Part 440.15.3, which gives preference to any CAA or non-profit organization that is currently or has administered WAP. The current procurement exemption states that “No Action” is required because the State Plan is approved by the Federal government excuses OCS from contracting with anyone else (Appendix 2).

The CAAs are:

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

Only if there are substantive changes to the information provided in the currently approved procurement exemption, will OCS then submit a request for procurement exemption or conduct a competitive procurement process.

When subgrantees plan on purchasing equipment, materials, or professional services to provide weatherization services and WAP Readiness activities the subgrantees may have their own procurement policies and procedures. It is each subgrantee’s responsibility to ensure that their procurement policies and procedures align with both state and federal procurement regulations, and any procurement regulations that are specific to the program. When federal and state procurement procedures differ, the subgrantee shall follow the more competitive and stricter procurement procedures.

Contract

The WAP contract period of performance aligns with the PY. If there is no contract in place by July 1, then no services can be conducted until a contract is executed. Once procurement is completed and subgrantees have been determined and awarded, each subgrantee must enter into a contract with OCS to provide weatherization services to eligible households. A contract must be executed by July 1 stating WAP’s Catalog of Federal Domestic Assistance (CFDA) number (81.042).

Before a contract can be executed, each subgrantee must submit their:

- Outcomes and Goals (Attachment 5 of the contract) – The outcomes must align with the outcomes proposed in the Annual File of the State Plan;

- Budget (Attachment 6 of the contract) – The subgrantees may budget for WAP expenditures by budget category within the awarded amount provided by the OCS WAP Program Specialist. Costs must adhere to the State’s Cost Principles¹², 10 CFR §600, and 2 CFR §200. A subgrantee may not budget for any additional tangible property (equipment¹³);
- Certificate of Liability Insurance;
- Certificate of Vendor Compliance (Hawaii Compliance Express); and
- Corporate Resolution (or other document indicating signatory authority).

The WAP contract shall consist of:

- State of Hawaii Contract for Health and Human Services;
- State of Hawaii Contractor’s Acknowledgment;
- Subgrantee’s Corporate Resolution;
- Certificate of Liability Insurance;
- Certificate of Vendor Compliance (Hawaii Compliance Express);
- Attestation Posting, if exempt from procurement;
- State Procurement Posting, if posted a Request for Procurement;
- Subgrantee’s Standards of Conduct Declaration;
- Department of Health and Human Services Certifications;
- State of Hawaii Certificate of Exemption from Civil Service;
- Attachment 1 – Scope of Services;
- Attachment 2 – Time of Performance;
- Attachment 3 – Compensation and Payment Schedule;
- Attachment 4 – Insurance Requirements;
- Attachment 5 – Outcomes & Goals;
- Attachment 6 – Budget;
- Attachment 7 – General Conditions; and
- Attachment 8 – Special Conditions.

OCS must keep in mind that it takes at least two weeks for subgrantees to provide all their necessary information and it can take an average of six weeks to attain the necessary signatures and notary to execute a contract. To ensure that no services are delayed, OCS should start the contracting process once the State Plan hearing is completed.

[Performance and Accountability for Grants in Energy \(PAGE\)](#)

DOE utilizes the Performance and Accountability for Grants in Energy (PAGE) website for grantees to submit program and fiscal reports for WAP and the WAP State Plan.

To submit the required program and fiscal reports and the State Plan, the OCS WAP Program Specialist must set up a PAGE account. To set up a PAGE login and password, contact Ms.

¹² <https://health.hawaii.gov/wic/files/2013/05/CostprinciplesHHS.pdf>

¹³ Per Title 2 Code of Federal Regulations Part 200 Section 200.313, any item of cost worth over \$10,000.00.

Holloway or the PAGE help desk (email: PAGE-Hotline@ee.doe.gov) and someone will be able to assist you.

State Plan

Every year, OCS must submit a State Plan (to DOE, via PAGE, which consists of the checklist, SF-424 (Application for Federal Assistance), Budget, Annual File, and Master File. Only when the State Plan has been approved will DOE release the funds for OCS's use. Once the State Plan has been approved by DOE, the OCS Executive Director must review and agree to the grant special terms and conditions on FedConnect. The State Plan is historically due on or near May 1.

Before the start of a new program year, a Weatherization Program Notice (WPN) containing the Application Guidance for the upcoming PY's State Plan will be posted. The Application Guidance provides detailed information as to what information and documentation needs to be submitted for DOE to approve the proposed State Plan.

Before submitting the State Plan to DOE for approval, the State must conduct a public hearing to receive comments on the proposed State Plan¹⁴. The State may conduct virtual public hearings as long as WAP regulatory guidelines regarding public notice and public comment are adhered to¹⁵. The State must publish a notice of the hearing at least 10 days in advance, which identifies the date, time, and place of the hearing and where the public can attain copies of the proposed State Plan. A transcript of the hearing must be attached to the State Plan for approval.

Checklist

The checklist does not need to be filled out but lists the status of the other sections of the State Plan and the submission history.

SF-424

The SF-424 contains the basic information for OCS and its Executive Director and the estimated funding for WAP. In addition, the SF-424 is where specific documents required by the Budget, Annual File, and Master File sections must be uploaded.

Budget

Within the Budget section of the State Plan, OCS must also complete the Budget Information and the Budget Justification for the PY based on the State's total actual allocation, including WRF. If the State Plan is for a PY that is within the same grant number as the previous PY, then any funds not expended can be carried over from the previous year and added to the available program funds.

Refer to "Funding & Budget" on how WAP's annual budget is calculated.

Annual File

The WAP Annual File captures WAP-PAC and subgrantee information. OCS must list each subgrantee along with their address, DUNS number, contact person, type of organization, tentative allocation, number of dwelling units expected to be weatherized, the sources of labor, and the congressional district and counties served. OCS must ensure that the planned funds and planned

¹⁴ 10 CFR 440.14

¹⁵ WAP Memorandum 060

units weatherized match each subgrantees' contract under their Attachment 5 (Outcomes and Goals) and Attachment 6 (Budget).

Both the Business Officer and the Principal Investigator's basic contact information must be identified under "Miscellaneous." The Business Officer, the representative authorized to act on behalf of the grantee to negotiate the award, should be the Executive Director of OCS. The Principal Investigator, the technical representative authorized to act on behalf of the grantee as project manager for the award, should be the OCS WAP Program Specialist.

The Miscellaneous section of the Annual File is where the WRF Plan is described. Refer to "Weatherization Readiness Funds" and WPN 24-9 on the information required in the WRF Plan.

Master File

The Master File of the State Plan gives the State an opportunity to narrate how WAP will be administered in the upcoming PY.

Health and Safety Plan

The cost of materials and labor to address health and safety hazards before, or because of, installation of weatherization materials or to comply with Hawaii's Health and Safety Plan are allowable charges. The health and safety costs should include materials and labor, not training related to the implementation of health and safety. Health and safety costs are budgeted and reported under the Subgrantee's Program Operations category, and, therefore, Health and Safety costs must be included in the calculation of the ACPU.

Average health and safety cost per unit and maximum health and safety budget expenditure shall be aligned with the annual Health and Safety Plan in the State Plan.

See Hawaii's Health and Safety Plan on OCS's website for further details on allowable and required health and safety measures.

Field Guide

Hawaii's Field Guide is the primary reference tool for how to weatherize homes. All subgrantees and any subcontractors are required to know and adhere to the work practices and guidelines set forth in Hawaii's Field Guide, State Plan, and Health and Safety Plan. Subgrantees shall ensure compliance with Hawaii's aligned SWS Field Guide and the current State Plan that includes the Health and Safety Plan when installing weatherization measures in dwelling units. Program standards and protocols, and standard work practices reflected in Hawaii's Field Guide must be adhered to and may only be altered by subsequent revisions of the guide, or by DOE Weatherization Program Notices.

See Hawaii's Field Guide on OCS's website for further details.

Reports

The OCS WAP Program Specialist is responsible for submitting the required quarterly and final reports to DOE, and the subgrantees are required to submit monthly fiscal and program reports,

and quarterly inventory reports to OCS. A schedule of the reporting deadlines Subgrantee & WAP Requirement Reference Guide.

OCS Quarterly and Final Reports to DOE

The OCS WAP Program Specialist is responsible for submitting a quarterly program and fiscal (SF-425) reports to DOE 30 calendar days after the end of each quarter for WAP through PAGE. The OCS WAP Program Specialist will work with OCS's fiscal staff to complete the SF-425 and the outcomes achieved from each subgrantee's monthly report will be consolidated in the quarterly program report.

The program report consists of:

- Grant expenditures by funding source and the outlays by function;
- The number of units weatherized by the unit type, unit's primary heating fuel, unit's occupancy, and unit's other categories;
- The average cost per dwelling unit;
- Additional comments that the grantee would like to make;
- WRF expenditures; and
- WRF units.

The SF-425 (Appendix 6) includes the Cash Disbursements (line b) and the Federal Share of Expenditures (line e). The amount of Cash Receipts (line a) is automatically drawn down from the total payments made from DOE to OCS, within the quarter, and the amount of Cash on Hand (line c) is automatically calculated.

Ninety calendar days after the end of the PY, OCS must consolidate each subgrantee's final outcomes and expenditures, and submit a final program and fiscal report to DOE, through PAGE. In addition to submitting the final program and fiscal report, OCS must submit:

- Historic Preservation Report – Must indicate if OCS utilized a U.S. DOE executed Historic Preservation Programmatic Agreement to comply with National Historic Preservation Act requirements for all or some of WAP activities;
- T&TA and Monitoring Report – Must narrate what actions were taken regarding T&TA activities, monitoring activities, and leveraging activities; and
- Tangible Personal Property Report ([SF-428](#), Appendix 7) – Collects information related to tangible personal property (equipment) purchased with WAP funds.

Both the historic preservation report and the T&TA report can be submitted through PAGE. The tangible property report must be emailed to the State's Energy Technology Program Specialist at DOE.

Every year, towards the end of the PY, DOE will release a WPN on final reports or close out procedures.

Subgrantee Monthly and Final Reports

As stated in the contract, the subgrantees will be required to submit a monthly report 15 calendar days after the end of each month. The monthly report consists of both fiscal and program portions, which can be submitted via email or postal mail. If the subgrantee opts to send the monthly report via email, the OCS WAP Program Specialist must ensure that the document gets date stamped once received.

The fiscal portion of the monthly report (Form 300, Appendix 8) consists of the subgrantee's Cash Request, budget summary, and supporting documentation. The Cash Request specifies the reimbursement requested for expenditures in each month. The budget summary shows the amount expended per budget line in each subgrantee's contract. For a subgrantee to receive reimbursement, they must submit supporting documents, such as their general ledger, allocation percentage charged to WAP, receipts, and mileage logs. Then OCS WAP Program Specialist must verify each receipt and allocation to the subgrantee's budget summary and verify that all cost expended under WAP are allowable according to 10 CFR 440, 10 CFR 600, 2 CFR 200, and Hawaii's Cost Principals. Then the OCS WAP Program Specialist must review the budget summary to ensure that each budget line adds up, and the subgrantee does not over expend their award.

A subgrantee may spend up to five percent or \$500 over any budget line, whichever is more. If the subgrantee goes over 100 percent of its budget line, it is the responsibility of the OCS WAP Program Specialist to remind them that they can either spend up to five percent or \$500, whichever is more, but not more.

Once OCS has finished verifying the budget summary and supporting documentation, the OCS WAP Program Specialist must check the Cash Request to ensure that the numbers add up, and the information shows the correct contract number, grant period, month the cash request is for, and the grant's CFDA number (81.042).

The State cannot exceed the maximum allowed for subgrantee's administrative cost and grantee's administrative cost. Therefore, the OCS WAP Program Specialist must keep track of the overall funds expended for subgrantee's administrative cost, subgrantee's program cost, and subgrantee's T&TA cost.

After OCS has verified the fiscal portion of the monthly report, the program portion of the monthly report (Appendix 9) must be checked. The program report consists of outcomes and a narrative. The OCS WAP Program Specialist must track the outcomes achieved to ensure that each subgrantee is on track to obtaining all outcomes stated in their Attachment 5 and must follow up with any subgrantee who is underperforming.

Lastly, once the OCS WAP Program Specialist has finished verifying the entire monthly report, the OCS WAP Program Specialist must sign and date the Cash Request. The OCS WAP Program Specialist will then make a copy of the signed monthly report to keep in their program file and submit the original to the Executive Director of OCS for approval.

In addition, subgrantees shall submit a quarterly inventory report (Appendix 9) in tandem with their monthly report 15 calendar days after the end of each quarter. The OCS WAP Program Specialist

must ensure that the inventory list is reconciled with fiscal reports to ensure that funds are properly being spent and accurately reported.

Once the PY officially ends, the subgrantees are required to submit a final program and fiscal report 60 calendar days after the end of the contract year. The final report gives each subgrantee the opportunity to reconcile their finances and submit any additional outcomes achieved during the contract period that could not originally be claimed in their September because a final inspection was not conducted.

OCS holds the right to withhold all payments if a report is lacking the required information, the reported information is inaccurate or unallowable, if OCS has not received prior reports, or if the reports are not submitted on the following dates:

Fiscal and Program Reports	Due Dates
October Monthly Reports	November 15
November Monthly Report	December 15
December Monthly Report	January 15
January Monthly Report	February 15
February Monthly Report	March 15
March Monthly Report	April 15
April Monthly Report	May 15
May Monthly Report	June 15
June Monthly Report	July 15
July Monthly Report	August 15
August Monthly Report	September 15
September Monthly Report	October 15
Quarter 1 Inventory Report	January 15
Quarter 2 Inventory Report	April 15
Quarter 3 Inventory Report	July 15
Quarter 4 Inventory Report	October 15
Final (can be combined with September Monthly Report)	November 30

Once the subgrantees submit the final report, the OCS WAP Program Specialist will mail out a closing letter to the subgrantees identifying their budget, total expenditures, total amount of unexpended funds, the percentage of funds expended, and any concerns or actions for the following PY. A summary of the aforementioned deadlines is provided on the Subgrantee & OCS WAP Requirement Reference Guide.

DOE Monitoring of OCS

DOE will conduct on-site programmatic and fiscal monitoring of grantees, as well as desktop and ad hoc monitoring. The frequency to which DOE will monitor State grantees is based on the Recovery Act grant allocations and range from semi-annual to quarterly on-site visits by DOE Project Officers (POs) depending on the grant amount received and the specific grantee/subgrantee situation.

The PO team will monitor the Grantee's performance against their approved monitoring process of its Subgrantees against the minimum requirements of the Program and/or the Grantee's current, approved WAP Application (Plan). Grantees can expect their PO team review any or all components in the Grantee Programmatic and Management, Technical and corresponding Subgrantee checklists during a monitoring visit, dependent on the current priorities.

During an onsite monitoring visit, the PO team will review the Grantee's program, administration, management and technical activities. In addition, the PO team will conduct onsite visits to selected Subgrantees to assess how the Grantee monitors their Subgrantee's weatherization operations. The Subgrantees will be selected in coordination with the Grantee, and the visit will include reviewing a sample of in-process and completed units diverse in housing type (single family, multifamily and manufactured housing), fuel sources and other variables such as energy audits vs. priority list, lead safe practices, etc.).

DOE aims to maintain the highest levels of performance through a monitoring process that has the following goals:

- Ensure proper and timely use of funds and realization of expected benefits,
- Provide transparency and accountability,
- Provide quality control, and;
- Provide training and technical assistance (T&TA).

DOE's comprehensive monitoring of the Grantee must include the following areas and details.

- Programmatic and Management Monitoring
 - Subgrantee Review
 - Financial/Administrative
 - Policy Advisory Council (PAC)
 - Eligibility
 - Rental
 - Financial and other audits
 - Equipment/Inventory/Materials
 - Grantee Monitoring
 - Feedback and Reporting

- Staff or entity performing the programmatic or fiscal monitoring
 - How monitoring results are handled and required follow-up procedures.
- Technical Monitoring
 - Energy Audits
 - Field Work
 - Health & Safety
 - Training & Technical Assistance
 - Equipment/Inventory/Materials
 - Staff or entity performing the monitoring
- Subgrantee Monitoring (includes both Programmatic & Management and Technical)
 - Program Overview (Client File Review, Work Orders, etc.)
 - Financial/Administration
 - Inventory
 - Energy Audits
 - Qualifications & Training
 - Weatherization of Units
 - Health & Safety
 - Quality Management Assurance
 - Staff or entity performing the monitoring
 - How monitoring results are handled and required follow-up procedures
- Financial Monitoring
 - Financial Management/Accounting Systems and Operations
 - Audits
 - Payroll/Personnel
 - Vehicles and Equipment
 - Procurement
 - Sub-awards/Subgrantee Monitoring
 - Invoicing

- Records Retention
- Staff or entity performing the monitoring
- How monitoring results are handled and required follow-up procedures¹⁶

OCS Monitoring of CCAs

On an annual basis, OCS must monitor each subgrantee to assure compliance with WAP regulations and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards¹⁷. The monitoring must cover each program, function or activity, and consists of fiscal monitoring and program monitoring. Monitoring may be ad hoc, via desktop, or onsite. One or more WAP Monitoring Tools (Appendix 10) will be used in the monitoring process.

OCS shall issue monitoring reports to the CAAs within 30 days of its onsite monitoring. The report shall include observations, areas of strength, any areas of improvement, and any corrective action.

Corrective Action

Deficiencies identified due to monitoring may require corrective action, which will be identified through the service subgrantee's monitoring report. The subgrantee must make the necessary corrections in a timely manner agreed upon by OCS and the subgrantee. The date that the subgrantee must implement the corrective action cannot be less than 30 days¹⁸.

If the subgrantee fails to make the necessary corrections by the agreed upon date, OCS reserves the right to temporarily withhold cash payments pending correction of the deficiencies, suspend the award, re-distribute the available funds, or terminate the contract¹⁹.

American Customer Satisfaction Index (ACSI)

DOE WAP utilized the ACSI to survey Grantees and Subgrantees of the WAP in 2017. Based on this survey, WAP Grantees were instructed to develop an Action Plan to enhance program management and implement process and quality improvements at the Subgrantee level.

In PY 2019, DOE implemented another ACSI survey with WAP Grantees and Subgrantees to gather constructive feedback on where improvements have been made and identify areas where there are still opportunities for improvement. The intent of the survey is to provide the WAP network with a mechanism for continuous improvement of program management and to deliver maximum benefits to WAP clients²⁰.

Based on the results of the 2025 ACSI and responses from Subgrantees, the State of Hawaii's Office of Community Services' (OCS) action plan for future program years is to:

- Improve communications with Subgrantees on developing the State Plan to increase transparency, and build the relationship between the State office and Community Action Agencies by coordinating work groups with the Subgrantees WAP program staff;

¹⁶ WPN 01/22/20

¹⁷ 2 CFR 200, https://www.ecfr.gov/cgi-bin/text-id?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

¹⁸ 10 CFR 600.24(a)(2)

¹⁹ 2 CFR 200.338

²⁰ WAP Memorandum 054; WPN 20-1

- Develop and host trainings for Subgrantees, specific to the State of Hawaii's WAP program to gain more knowledge on weatherizing multifamily and rental units, weatherization best practices, and other technical guidance; and
- Coordinate grant monitoring with Subgrantees by scheduling onsite monitoring visits, informing Subgrantees of documents that will be reviewed using the pre-monitoring checklist, and sending monitoring reports containing relevant feedback and best practices within thirty (30) days after the monitoring visit.

Recordkeeping

All subgrantee's reports, submissions, copies of checks, and correspondence must be kept by OCS for a minimum of seven years. OCS shall keep PY file that consists of the grant award letter, Federal DOE correspondence, and any other relevant documentation from the close of the grant. Although the General Records Schedule issued by the Department of Accounting and General Services for Hawaii require retention for a maximum of six years, for WAP records, OCS practice has been to retain records for seven years, which has been helpful in the event of staff turnover.

LIHEAP

OCS currently has a Memorandum of Agreement (MOA) with DHS (Appendix 11) to utilize LIHEAP funds for WAP. The additional LIHEAP funds are distributed according to each subgrantee's county's SAIPE percentage and allows subgrantees additional flexibility to leverage their current program and expand services to potential participants who would not originally be eligible for services. With the additional LIHEAP funds, subgrantees can do the following:

- Re-weatherize a dwelling unit – any house that has been weatherized after September 30, 1994;
- Go over the maximum cost per dwelling unit; and
- Replace and install a measure that does not meet the SIR < 1 requirement.

In the event that DHS agrees to award LIHEAP funds to leverage WAP funds, OCS is responsible for executing a MOA between OCS and DHS before the start of the new PY.

OCS can shall execute a contract with each subgrantees combining the two sources of funding or execute two contracts with the different sources of funding. If OCS chooses to combine both sources of funding under one contract, each subgrantee must submit monthly reports containing both fiscal and program portions like that required for the monthly WAP reporting previously noted (Appendix 8; Appendix 9).

To ensure that subgrantees were given as much flexibility as possible, LIHEAP funds are not included as leveraging funds in the State Plan. By doing so, subgrantees are no longer restricted and obligated to follow all of WAP's regulations. This is allowed; however, OCS must ensure that each subgrantee's expenditures and outcomes are clearly defined by source of funding.

If a subgrantee is awarded both sources of funding, they must create two different general ledger codes and allocations, one for WAP and one for WAP-LIHEAP. A subgrantee has the option of using both funds for one household if the household does not qualify for some services under WAP. To exercise the option, the subgrantee needs to clearly identify which source of funding is being utilized for what service. For a dwelling unit that a subgrantee would like to re-weatherize, the subgrantee must fully fund the cost associated with re-weatherizing that participant's home with WAP-LIHEAP funds only.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 1

Hawaii's WAP Priority List

Memorandum

DATE: July 7, 2021
REPLY TO:
ATTN OF: EE-5W
SUBJECT: Approval of the State of Hawaii's Priority List for Site-Built Single Family, Manufactured, and Small Multifamily Housing for the Weatherization Assistance Program
TO: Tawanna Holloway & Brittany Price, Project Officers, Weatherization Assistance Program, U.S. Department of Energy

EFFECTIVE: 12/19/2021

To ensure that energy audit procedures of sufficient technical rigor are used in the U.S. Department of Energy's (DOE's) Weatherization Assistance Program (WAP), Grantees must submit their energy audit procedures to DOE for approval every five years. DOE approval of Hawaii's energy auditing procedures expires on the dates noted below in Table 1.

As with previous audit procedure approvals, Hawaii requested DOE assistance to review, verify, and approve an updated priority list for Site-Built Single Family, Manufactured, and Small Multifamily housing. To facilitate this review, Hawaii provided measure details, measure costs, fuel prices, and information on building stock. The priority list was reviewed in accordance with [WPN 19-4](#) and was found to comply with [§440.21](#) of the final rule. Based on this review, Hawaii's energy audit procedures are approved as follows:

Tool	Building Type	Comments	Expiration Date
Priority List	Site-Built Housing (SBH) (1-4 Units)	See Attachment 1 & Table 2	12/19/2026
Priority List	Manufactured Housing (MH)	See Attachment 1 & Table 2	12/19/2026
Priority List	Small Multifamily (SMF) (5-24 Units)	See Attachment 1 & Table 2 Building must be 3 stories or less with no existing heating/cooling system besides window units	12/19/2026

N/A	Large Multifamily (LMF) (25+ Units)	HI has no Large MF audit approval and must submit to DOE on case-by-case basis	N/A
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Per the procedure allowed by [10 CFR 440.21b](#) and set forth in WPN 19-4 the following materials/audit procedures have been approved for use in Hawaii’s program in addition to those allowed by [10 CFR 440 Appendix A](#):

Table 2 - Special Materials/Audit Procedures Approvals	
Item	Comments
Refrigerators	Approved 12/19/2016
Heat Pump Water Heaters	Approved 12/19/2016
Solar Domestic Water Heaters	Approved 12/19/2016
Advanced Power Strips	Approved 12/19/2016
Light Emitting Diode (LED) Lighting	Approved 12/19/2016
Compact Fluorescent (CFL) Lighting	Approved 12/19/2016
Low-Flow Aerators/Showerheads	Approved 12/19/2016

This approval of the State of Hawaii energy audit procedures expires on the dates outlined in Table 1 above. As of the effective date of this memo, all previous energy audit or priority list approvals for these housing type(s) are no longer valid. The Grantee must submit its energy audit procedures to DOE for reapproval at least 6 months prior to their expiration date.

Please forward this memorandum to the Grantee agency and answer any questions they may have concerning its contents.

Erica Burrin
Erica Burrin
Program Manager
Weatherization and Intergovernmental Program
Energy Efficiency and Renewable Energy

Attachment 1 – Hawaii’s DOE-Approved Priority List

Hawaii's Weatherization Assistance Program (Oahu and Kauai) Priority List for Single-Family & Manufactured Homes and Small Multifamily Buildings

1. Low-Flow Showerheads & Faucet Aerators

2. CFL or LED Lighting

Replace incandescent bulbs used more than two hours per day with CFL or LED lamps. Maintain or moderately improve existing lighting levels (lumens), while minimizing wattage. Choose the highest efficacy (lumens per watt) bulbs. Be sure to install bulbs that are suitable replacement bulbs, i.e.: dimmable LEDs in fixtures controlled by dimmer switches; outdoor bulbs in exposed outdoor fixtures; enclosed globes; appropriate orientation (base upright/downwards).

Existing Incandescent Wattage to Replace	New CFL or LED Lamp Wattage	Maximum Cost per Lamp
40 – 75 W	5 – 13 W	\$ 10
75 – 100 W	13 – 20 W	\$ 12
150W +	20 – 25 W	\$ 15

- Maximum of 15 lamps per household

3. Advanced Power Strip – Tier 2

Tier 2 Advanced Power Strip (APS) devices are primarily designed to address both passive and active standby power in targeted AV and PC environments. Two types of devices are allowed:

- Motion sensing power strips that shut off power to controlled devices when no motion is detected for a set period of time regardless of the level of power draw; and
- IR sensing strips that shut off power to controlled devices when no IR signal is detected for a set period of time regardless of the level of power draw.

Devices must consume less than 1 W, have a one-year warranty, provide warranty for connected devices, provide surge protection to 740 joules, be UL 1449 and 1363 listed, be rated for 15 amps, and have a resettable circuit breaker. Master/peripheral load sensing strip must have at least 3 connected device outlets and include adjustable sensitivity. Direct-installed strips must disconnect power to at least 2 controlled devices.

Cost is limited to **\$75** to purchase and install. Households shall not receive more than two per home.

<http://www.embertec.com/>

<http://www.tricklestar.com/us/>

4. Hybrid Heat Pump Water Heater or Solar Water Heater Installation –

- **Use the DOE-approved Water Heater Savings Calculator** to determine allowable cost and SIRs for replacing the existing system with either a hybrid heat pump water heater or solar water heater. The replacement system showing the highest SIR must be installed.
- The auditor must print the calculated comparison and save a copy in the client file.
- Cost must include all necessary incidental construction (i.e. sheds or platforms), delivery and disposal.
- In the instance where the Water Heater Savings Calculator indicates fuel switching as the most cost-effective for a household, fuel switching shall be allowed.
 1. Heat Pump Water Heater – Electric
 - a. HPWH Space Requirements Checklist
 - b. Does the room meet the volume requirements of the unit (> 750 ft³)?
 - c. Are the ceilings high enough to accommodate the extra height of the HPWH?
 - d. Is there adequate space to allow maintenance of the heat pump components?
 - e. Can the HPWH be placed in the room such that there is sufficient clearance for airflow around the unit?
 - f. Is there enough clearance for removal and cleaning of the air filter?
 - g. Is the floor able to support the additional weight of the HPWH?
 2. Solar Water Heaters – Electric or Propane Fueled
 - a. Installations must be sized according to “Residential Solar System Sizing Verification”, which uses a 20 gal/person standard.
 - b. Installations must pass the equivalent of the “Hawaii Energy Efficiency Program’s Water Heater System Inspection Check List.”

5. Small Room Air Conditioner (6-15,000 Btu/h cooling capacity) Replacement

- Replacement units must be the same size, or smaller, as existing.
- Existing units with an EER of 9.7 or lower are eligible for replacement.
- Minimum usage must be at least 10 hours per day.
- Cost is limited based upon cooling capacity
- New units must have a minimum EER as listed below or ENERGY STAR

Cooling Capacity (Btu/h)	Maximum Installed Cost	Minimum Efficiency of New Unit
6,000	\$350	11
8,000	\$425	
10,000	\$500	10.6
12,000	\$600	10.5
15,000	\$675	

6. Very Large Room Air Conditioner (18,000 Btu/h cooling capacity) Replacement

- Replacement units must be the same size, or smaller, as existing.
- Existing units with a maximum EER of 9.8 are eligible for replacement.
- New units must have a minimum EER of 12 or ENERGY STAR
- Minimum usage must be at least 10 hours per day.
- Cost is limited to **\$3,500**.

7.Refrigerator Replacement

- New units may not have through-the-door water/ice service.
- Auditor must meter at least 10% of units as a control for actual kWh usage.
- Replaced refrigerators must be recycled and refrigerant reclaimed.
- Existing refrigerators must use at least 825 kWh per year to be considered for replacement.
- Existing refrigerators should be replaced with similar size units
- Cost is limited to **\$1,000** per replaced refrigerator



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 2

WAP Procurement Exemption

**NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103F, HRS**

To: Chief Procurement Officer

From: Department of Labor & Industrial Relations- Office of Community Services
(DLIR-OCS)

Department/Division/Branch or Office

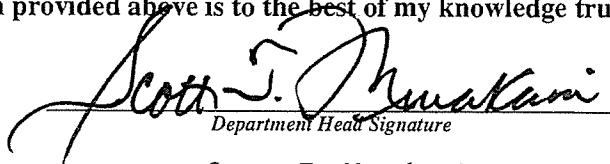
Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): The Weatherization Assistance Program (WAP) works to reduce the energy costs for low-income households by installing weatherization installations that increase energy efficiency and improves the resident's health and safety.		
2. Provider Name and Address:		
	Honolulu Community Action Program, Inc. (HCAP) 1132 Bishop Street Suite 100 Honolulu, Hawaii 96813	
	Hawaii County Economic Opportunity Council (HCEOC) 47 Rainbow Drive Hilo, Hawaii 96720	
	Kauai Economic Opportunity, Inc. (KEO) 2804 Wehe Road Lihue, Hawaii 96766	
	Maui Economic Opportunity, Inc. (MEO) 99 Mahalani Street Wailuku, Hawaii 96793	
3. Total Contract Funds:	\$234,599	Check if estimated: <input checked="" type="checkbox"/>
Contract Funds per Year (if applicable):	(HCAP = \$133,238) (HCEOC = \$52,786) (KEO = \$16,899) (MEO = \$31,676)	
4. Reference number of Previous Request for this Service (if applicable):	PEH 18-20	
5. Term of Contract:	Start: 10/01/19 End: 6/30/20	

STATE OF HAWAII
NOTICE OF AND REQUEST FOR
EXEMPTION FROM CHAPTER 103F, HRS

6.	<p>Describe how procurement by competitive means is either not practicable or not advantageous to the State: OCS is requesting a procurement exemption for the Weatherization Assistance Program (WAP) pursuant to 10 Code of Federal Regulations (CFR) 440.15 which specifies Community Action Agencies (CAA) to be the subgrantees. Procurement exemption is hereby requested for the following CAA:</p> <ol style="list-style-type: none">1. Hawaii County Economic Opportunity Council (HCEOC)2. Honolulu Community Action Program, Inc. (HCAP)3. Kauai Economic Opportunity, Inc. (KEO)4. Maui Economic Opportunity, Inc. (MEO) <p>The four subgrantees are all CAAs that have previously or are currently administering WAP services.</p> <p>Therefore, because of the provisions in the federal regulations governing WAP, it is not practical for the department to procure by competitive means.</p>						
7.	<p>Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable: According to 10 CFR 440.15, preference shall be given to HCEOC, HCAP, KEO, and MEO to administer the WAP program.</p>						
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement: WAP is regulated by federal guidelines and the State Plan.</p>						
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Jovanie Dela Cruz, Program Evaluator and Administrator Courtney Ho, Program Specialist</p>						
10.	<table style="width: 100%; border: none;"><tr><td style="width: 45%; padding: 2px;">Direct questions to (name & position):</td><td style="padding: 2px;">Jovanie Dela Cruz, Program Evaluator and Administrator</td></tr><tr><td style="padding: 2px;">Phone number:</td><td style="padding: 2px;">(808)586-8679</td></tr><tr><td style="padding: 2px;">e-mail address:</td><td style="padding: 2px;">Jovanie.d.Delacruz@hawaii.gov</td></tr></table>	Direct questions to (name & position):	Jovanie Dela Cruz, Program Evaluator and Administrator	Phone number:	(808)586-8679	e-mail address:	Jovanie.d.Delacruz@hawaii.gov
Direct questions to (name & position):	Jovanie Dela Cruz, Program Evaluator and Administrator						
Phone number:	(808)586-8679						
e-mail address:	Jovanie.d.Delacruz@hawaii.gov						

I certify that the information provided above is to the best of my knowledge true and correct.


Department Head Signature 8/15/19
Date

Scott T. Murakami
Typed Name

STATE OF HAWAII
NOTICE OF AND REQUEST FOR
EXEMPTION FROM CHAPTER 103F, HRS

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

There is "No Action" required for the procurement efforts as described in this CPO request because it is already exempt pursuant to HRS §3-141-503.

Service providers are required to be compliant with applicable laws and may be verified on the Hawaii Compliance Express, if applicable. This award is required to be posted on the Hawaii Awards & Notices Data System (HANDS). If there are any questions, please contact John Vedder at 586-0551 or john.p.vedder@hawaii.gov.

APPROVED DISAPPROVED NO ACTION

John A. Kalakau

Chief Procurement Officer Signature

09/03/19

Date

Department shall ensure adherence to applicable administrative requirements.

All requirements/approvals and internal controls for this expenditure are the responsibility of the department.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 3

LIHEAP Procurement Exemption

STATE OF HAWAII
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

From: Department of Labor & Industrial Relations- Office of Community Services
(OCS)
Department/Division/Branch or Office

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:


1. Title and description of health and human service(s):	The Office of Community Services (OCS) administers the weatherization portion of the Low-Income Home Energy Assistance Program (LIHEAP) grant that is administered by Hawaii State Dept. of Human Services. The LIHEAP grant is funded by the U.S. Dept. of Health and Human Services. The program involves conducting community outreach, referral services, and installation of weatherization measures to reduce the energy cost of low-income households.	
2. Provider Name and Address:	Honolulu Community Action Program, Inc. (HCAP) 1132 Bishop Street Suite 100 Honolulu, Hawaii 96813	
	Hawaii County Economic Opportunity Council (HCEOC) 47 Rainbow Drive Hilo, Hawaii 96720	
	Kauai Economic Opportunity, Inc. (KEO) 2804 Wehe Road Lihue, Hawaii 96766	
	Maui Economic Opportunity, Inc. (MEO) 99 Mahalani Street Wailuku, Hawaii 96793	
3. Total Contract Funds:	\$476,041	Check if estimated: <input checked="" type="checkbox"/>
Contract Funds per Year (if applicable):	(HCAP= \$292,004) (HCEOC= \$107,585) (MEO= \$55,935) (KEO= \$20,517)	
4. Reference number of Previous Request for this Service (if applicable):		
5. Term of Contract:	Start: 10/01/19 End: 9/30/21	

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STATE OF HAWAII
NOTICE OF AND REQUEST FOR
EXEMPTION FROM CHAPTER 103F, HRS

6.	<p>Describe how procurement by competitive means is either not practicable or not advantageous to the State: Under federal law, 42 USC 8624(b)(6), States are required to designate the local agencies that will administer the program in their applications for LIHEAP funding. The state must give special consideration to any local public or private nonprofit agency which was receiving Federal funds under any LIHEAP program or WAP program under the Economic Opportunity Act of 1964. In Hawaii, the only agencies that fit such description are the four Community Action Agencies, namely HCAP, HCEOC, KEO, and MEO. Furthermore, the Hawaii Dept. of Human Services currently has a procurement exemption in place for its LIHEAP program.</p>						
7.	<p>Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable: The grant sub-recipients are prescribed in the USC as cited above in item 6.</p>						
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement: LIHEAP is regulated by federal guidelines and the State Plan submitted to the U.S. Department of Health and Human Services.</p>						
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Jovanie Dela Cruz, Program Evaluator and Administrator Courtney Ho, Program Specialist</p>						
10.	<table style="width: 100%; border: none;"><tr><td style="width: 45%; padding: 2px;">Direct questions to (name & position):</td><td style="padding: 2px;">Jovanie Dela Cruz, Program Evaluator and Administrator</td></tr><tr><td style="padding: 2px;">Phone number:</td><td style="padding: 2px;">(808)586-8679</td></tr><tr><td style="padding: 2px;">e-mail address:</td><td style="padding: 2px;">jovanie.d.delacruz@hawaii.gov</td></tr></table>	Direct questions to (name & position):	Jovanie Dela Cruz, Program Evaluator and Administrator	Phone number:	(808)586-8679	e-mail address:	jovanie.d.delacruz@hawaii.gov
Direct questions to (name & position):	Jovanie Dela Cruz, Program Evaluator and Administrator						
Phone number:	(808)586-8679						
e-mail address:	jovanie.d.delacruz@hawaii.gov						

I certify that the information provided above is to the best of my knowledge true and correct.


Department Head Signature AUG 30 2019
Date
Scott T. Murakami
Typed Name

STATE OF HAWAII
NOTICE OF AND REQUEST FOR
EXEMPTION FROM CHAPTER 103F, HRS

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

There is "No Action" required for the procurement efforts as described in this CPO request because it is already exempt pursuant to HRS §3-141-503.

Service providers are required to be compliant with applicable laws and may be verified on the Hawaii Compliance Express, if applicable. This award is required to be posted on the Hawaii Awards & Notices Data System (HANDS). If there are any questions, please contact John Vedder at 586-0551 or john.p.vedder@hawaii.gov.

APPROVED DISAPPROVED NO ACTION

John P. Vedder

09/24/19

Chief Procurement Officer Signature

Date

Department shall ensure adherence to applicable administrative requirements.

All requirements/approvals and internal controls for this expenditure are the responsibility of the department.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 4

WAP Contract Attachment 5

ATTACHMENT 5

Service Activity Title: Weatherization Assistance Program for Low-Income Persons

Provider: Honolulu Community Action Program, Inc.

WORK PROGRAM

The purpose of this Contract is to enable low-income households to reduce their energy costs by providing them energy conservation education, low-cost residential weatherization devices, cost-effective energy-related home repair, and whole house Weatherization Assistance Program (WAP) services based upon a federally-approved energy audit process.

The PROVIDER shall deliver WAP services to the **City and County of Honolulu**. In keeping with WAP guidelines and to perform all scope and services in a proper and satisfactory manner as determined by the STATE, the PROVIDER shall submit to the STATE, if applicable, subcontracts, Memoranda of Agreements, and working agreements with other agencies for services under this Contract for review of appropriateness and relevancy before the service can be provided. Upon request by the STATE, the PROVIDER shall submit documentation of the subcontractor’s compliance with the requirements of this Contract.

The PROVIDER shall deliver the following goals and measurable outcomes:

GOAL 1: COMMUNITY EDUCATION ON ENERGY EFFICIENCY	
The PROVIDER shall educate the target population on matters related to energy efficiency. Education can consist of, but is not limited to, brochures, flyers, and poster boards.	
Type of energy efficiency education methods	<input checked="" type="checkbox"/> Brochures <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Poster Boards <input checked="" type="checkbox"/> Social Media <input checked="" type="checkbox"/> Other (Newsletters)
GOAL 2: OUTREACH, INTAKE & ASSESSMENT	
The PROVIDER shall actively recruit for WAP throughout the term of the contract. The PROVIDER shall indicate the type of outreach events that shall take place and the number of outreach events. The PROVIDER shall indicate how many people turned in an application and how many people enrolled in the program. The PROVIDER shall take no longer than one week to screen an intake form for eligibility for the program.	
Number of outreach events	4

Type of outreach events	<input checked="" type="checkbox"/> Referrals <input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Other (describe)	<input checked="" type="checkbox"/> Social Media <input checked="" type="checkbox"/> Community Events	<input checked="" type="checkbox"/> Job Fairs
Number of individuals enrolled in the program		20 screened/qualify	
<p>GOAL 3: ENERGY AUDIT</p> <p>The PROVIDER shall conduct an energy audit before the implementation of weatherization measures to determine what weatherization measures the participant qualifies for and if there are any health and safety concerns. All energy audits performed by the PROVIDER shall meet or exceed the requirements set forth in the Hawaii Weatherization Field Guide, in accordance with Weatherization Program Notice 23-06.</p>			
<p>GOAL 4: TO PROVIDE WEATHERIZATION ASSISTANCE TO PRIORITY CLASSIFIED INDIVIDUALS</p> <p>The PROVIDER shall indicate the number of dwelling units to be weatherized and the number of participants to be served in the following priority categories: elderly (60 years or older), Native American, disabled, child (19 years and under), high residential energy user, or household with high energy burden.</p>			
Number of dwelling units weatherized		21	
Number of elderly served		9	
Number of disabled served		8	
Number of Native American served		0	
Number of children served		10	
Number of high residential energy users served		4	
Number of high energy burden served		4	
<p>GOAL 5: FINAL INSPECTION</p> <p>The PROVIDER shall conduct a final inspection to ensure that the weatherization measures have been properly installed into the participant’s home. If the weatherization measures were not properly installed, then the PROVIDER will help the participant to receive the proper help to correct the problem.</p>			
Average time between weatherization measure installation and the final inspection.		60 days	

GOAL 6: MAXIMIZING FUNDS

The PROVIDER shall indicate the average cost per unit completed. The average cost per unit completed for the Weatherization Assistance Program shall be less than or equal to **\$8,497**. The PROVIDER shall install as many measures as they can, per the STATE’s Priority List for Single-Family Homes. To the extent possible, major weatherization installations (i.e., solar or hybrid electric water heater, refrigerator replacement) shall account for at least 85 percent of the total dollar value of installations. The PROVIDER shall also indicate how many weatherization measures shall be installed.

Average cost per weatherized dwelling unit	\$8,250.00
Number of solar water heaters and hybrid electric water heaters installed	9
Number of high-efficiency showerheads installed	20
Number of high-efficiency faucet aerators installed	20
Number of Compact Fluorescent Light (CFL) bulbs and Light Emitting Diode (LED) installed	200
Number of small room air conditioners installed	0
Number of advanced power strips installed	12
Number of refrigerators installed	15

GOAL 7: ENERGY EFFICIENCY EDUCATION FOR WAP PARTICIPANTS

The PROVIDER shall educate WAP participants on how to use measures installed and energy efficiency in depth to completed weatherized units to ensure that the maximum savings shall be achieved. The PROVIDER shall indicate the types of ways a WAP participant receives education on their new measures and energy general energy efficiency education.

Type of energy efficiency education provided	<input checked="" type="checkbox"/> In-home <input checked="" type="checkbox"/> Community Events <input checked="" type="checkbox"/> Social Media <input checked="" type="checkbox"/> Other (Newsletters and In-home)
--	--

READINESS Funding:

This funding shall be used for repair purposes outside the scope of weatherization. Repairs include but are not limited to the following list: leaking roof, wall repair, structural repair, floor repair, plumbing and electrical repairs, clean-up of pest infestation, and mold or moisture.

T&TA Funding:

A portion of PY 2024 T&TA funds shall be used for staff OSHA Certification classes and other training as needed. The funds shall also be used for staff to attend DOE approved conferences and virtual training.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 5

WAP Attachment 6

ATTACHMENT 6

Service Activity Title: Weatherization Assistance Program for Low-Income Persons

Provider: Honolulu Community Action Program, Inc.

B U D G E T

OPERATING COSTS:

Administrative Cost.....	\$ 17,798.50
Program Operation.....	224,781.95
Readiness Funds	126,104.75
Training & Technical Assistance.....	<u>13,000.00</u>
TOTAL FEDERAL FUNDS AWARDED	\$381,685.20

ADMINISTRATIVE COST – \$17,798.50

Personnel Costs:

Accounts Payable Clerk.....(0.030).....	\$ 1,401.00
Accounts Specialist I.....(0.030).....	1,455.00
Accounts Specialist II.....(0.020).....	974.00
Director of Community Services.....(0.030).....	2,220.00
Director of Finance.....(0.020).....	2,954.00
Grants Manager.....(0.045).....	3,074.00
Payroll Specialist.....(0.030).....	<u>1,665.00</u>
TOTAL	\$13,743.00

Other Personnel Costs:

Payroll Taxes and Assessments:	
Social Security.....	\$ 1,051.00
Temporary Disability Insurance.....	147.00
Unemployment Insurance.....	7.00
Workers' Compensation Insurance.....	275.00
Fringe Benefits:	
Health Insurance.....	1,713.50
Retirement.....	<u>412.00</u>
TOTAL	\$ 3,605.50

Other Current Expenses:

Audit Services.....	\$ <u>450.00</u>
TOTAL	\$ 450.00

PROGRAM OPERATION – \$224,781.95

Personnel Costs:

Central Community Services Manager.....(0.025).....	\$ 1,843.00
Central Community Worker I.....(0.025).....	973.00
Central Community Worker II.....(0.025).....	1,040.00
Central Community Worker III.....(0.025).....	1,008.00
Kalihi Community Services Manager.....(0.025).....	1,448.00
Kalihi Community Worker I.....(0.025).....	973.00
Kalihi Community Worker II.....(0.025).....	973.00
Leahi Community Services Manager.....(0.025).....	1,243.00
Leahi Community Worker I.....(0.025).....	1,040.00
Leahi Community Worker II.....(0.025).....	973.00
Leeward Senior Community Services Manager.....(0.025).....	1,995.00
Leeward Community Worker I.....(0.025).....	973.00
Leeward Community Worker II.....(0.025).....	973.00
Program Coordinator.....(0.170).....	11,883.00
Program Specialist I.....(0.170).....	8,517.00
Program Specialist II.....(0.170).....	8,517.00
Program Specialist III.....(0.170).....	8,840.00
Windward Community Services Manager.....(0.025).....	1,448.00
Windward Community Worker I.....(0.025).....	973.00
Windward Community Worker II.....(0.025).....	1,008.00
Kalaeloa Community Worker I.....(0.025).....	<u>1,025.00</u>
TOTAL	\$57,666.00

Other Personnel Costs:

Payroll Taxes and Assessments:

Social Security.....	\$ 4,411.00
Temporary Disability Insurance.....	617.00
Unemployment Insurance.....	29.00
Workers' Compensation Insurance.....	1,153.00

Fringe Benefits:

Health Insurance.....	12,104.09
Life Insurance.....	915.00
Retirement.....	<u>1,730.00</u>

TOTAL	\$20,959.09
-------	-------------

Other Current Expenses:

Insurance.....	\$ 150.00
Lease/Rental of Equipment.....	200.00
Lease/Rental of Space.....	3,000.00
Material & Labor	114,806.86
Mileage & Parking Reimbursement	10,800.00
Payroll Data Services.....	200.00
Postage, Freight & Delivery	500.00
Program Supplies.....	15,000.00
Recruitment.....	500.00
Telecommunication	<u>1,000.00</u>
TOTAL	\$146,156.86

READINESS FUNDS – \$126,104.75

Readiness Funds	<u>\$126,104.75</u>
TOTAL	\$126,104.75

TRAINING & TECHNICAL ASSISTANCE – \$13,000.00

Training & Technical Assistance.....	<u>\$ 13,000.00</u>
TOTAL	\$ 13,000.00

* Training and Technical Assistance is to be used for annual WAP training/orientation, training for staff as needs are identified to attend various national WAP conferences/meetings.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 6

**Federal Fiscal Report (SF-425)
Template**

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1	of pages	
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
					d. Email address		
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
14. Agency use only:							

Standard Form 425-A
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 7

Tangible Personal Property Report

**TANGIBLE PERSONAL PROPERTY REPORT
SF- 428**

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted Department of Energy (DOE)	2. Federal Grant or Other Identifying Number Assigned by Federal Agency DE-EE0006149	3a. DUNS 949978845	3b. EIN 990266120
4. Recipient Organization (Name and complete address including zip code) Hawaii Department of Labor and Industrial Relations Office of Community Services 830 Punchbowl St. Rm 420 Honolulu, HI 96813-5095		5. Recipient Account or Identifying Number 1-990266120-4	
6. Attachment (Check applicable) <input type="checkbox"/> Annual Report (SF-428-A) <input checked="" type="checkbox"/> Final (Award Closeout) Report (SF-428-B) <input type="checkbox"/> Disposition Report/Request (SF-428-C)		7. Supplemental Sheet <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. Comments			
9a. Typed or Printed Name and Title of Authorized Certifying Official Rona Suzuki Executive Director		9c. Telephone (<i>area code, number, extension</i>) (808)586-8675	
		9d. Email address Rona.m.suzuki@hawaii.gov	
9b. Signature of authorized Certifying Official		9e. Date report submitted (<i>Month, Day, Year</i>) November 15, 2017	
		10. Agency use only	

Instructions for Tangible Personal Property Report: SF-428

The estimated annual public reporting burden for the collection of information on this form and its attachments is estimated to average 2.75 hours per respondent, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

This is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report, SF428-A; Final (Award Closeout) Report, SF-428-B; and a Disposition Request/Report, SF-428-C. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

A. General Instructions:

Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. For convenience, throughout this form and its attachments, the term property will be synonymous with tangible personal property. The terms equipment and supplies will be used when referring to specific requirements.

Property may be provided by the awarding agency or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal government.

Recipients of Federal assistance awards may be required to provide Federal awarding agencies with information concerning property in their custody annually, at award closeout or when the property is no longer needed. Specific requirements will vary based on award provisions, the type of property (equipment or supplies) and whether the property is Federally-owned. This reporting form and its attachments are intended to assist recipients to provide necessary information when it is required.

1. Federal Agency and Organizational Element to Which Report is Submitted. Enter the name of the Federal agency and the agency organization element identified in the award document or as otherwise instructed by the agency. The organizational element is a sub-agency within a Federal agency. For example, the Air Force Office of Scientific Research (AFOSR) is an organizational element within the Department of Defense.

2. Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

3a. DUNS. Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. The DUNS number is also referred to as the Universal Identifier.

3b. EIN. Enter the recipient organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

4. Recipient Organization. Enter the name and complete address, including zip code, of the recipient organization.

5. Recipient Account or Identifying Number. Enter the account number or other identifying number assigned to the award by the recipient. This number is for the recipient's use and is not required by the Federal agency.

6. Attachment. Check the applicable line to indicate the type of attachment being submitted. Use the Annual Report, SF-428-A, when required to provide annual inventory listings of Federally-owned property. Use the Final Report, SF-428-B, when required to provide property information in connection with the closeout of an award. Use the Disposition Request/Report, SF-428-C, when required to request disposition instructions for or to report the disposal of Federally-owned property or acquired equipment, at any time other than award closeout (i.e., during the award period or after award closeout as long as the Federal government retains an interest in the item).

7. Supplemental Sheet. Check the applicable block to indicate whether a Supplemental Sheet is attached. Recipients may use the SF-428S or equivalent document such as a computer print out to provide required detailed individual item information.

8. Comments. Provide any explanations or additional information in this block. Attach additional sheets if necessary.

9a. Typed or Printed Name and Title of Authorized Certifying Official. Enter the full name and title of the recipient representative authorized to sign this report.

b. Signature of Authorized Certifying Official. Original signature of the recipient's authorized certifying official.

c. Telephone. Enter the telephone number of the individual listed in Line 9a.

d. Email address. Enter the email address of the individual listed in 9a.

e. Date report submitted. Enter the date the report is submitted to the Federal agency.

10. Agency use only. This section is reserved for Federal agency use only.

TANGIBLE PERSONAL PROPERTY REPORT Final Report SF-428- B

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).

DE-EE000

1. Report (Select all that apply)

- a. Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below.)
- b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2b below.)
- c. Residual Unused Supplies with total aggregate fair market value exceeding \$5,000 not needed for any other Federally sponsored programs or projects. (Complete Section 2c below)
- d. None of the above

2. Complete relevant section(s)

For Agency Use Only

2a. Federally-owned Property
(Select one or more.)

Agency response to requested disposition of Federally owned property:

- (i) Request transfer to Award _____
- (ii) Request Federal Agency disposition instructions
- (iii) Other (Provide detail in Block 3 or attach request)

- (i) Recipient request approved ___ denied ___
- (ii) Dispose in accordance with attached instructions ____.

2b. Acquired Equipment (Select one or more.)

Agency response to requested disposition of acquired equipment::

- (i) Request unconditional transfer of title with no further obligation to the Federal Government.
- (ii) Request Federal Agency disposition instructions

- (i) Recipient request approved ___ denied ___
- (ii) Dispose in accordance with attached instructions ____

Authorized Awarding Agency Official

Note: If the awarding agency does not provide disposition instructions within 120 days the recipient may continue to use the equipment for Federally supported projects or dispose in accordance with the applicable property standards.

Signature:	Date:
Name:	Phone:
Title	Email

2c. Reportable Residual Unused Supplies

- (i) Sale proceeds or Estimate of current fair market value \$ _____
- (ii) Percentage of Federal participation _____%
- (iii) Federal share \$ _____
- (iv) Selling and handling allowance \$ _____
- (v) **Amount remitted to the Federal Government**..... \$ _____

3. Comments

Instructions for Final Report: SF-428 Attachment B

A. General Instructions:

This Attachment is to be used by recipients when required to provide a final property report for closeout of Federal assistance awards. The Attachment allows recipients to request specific disposition of Federally-owned property and acquired equipment. The attachment also provides a means for calculating and transmitting appropriate compensation to the awarding agency for residual unused supplies.

Requirements for final reporting are based on individual award provisions and the type of property. Generally, at the end of a Federal assistance award, recipients are required to:

- a. submit a report of Federally-owned property
- b. provide a listing of equipment items, with an acquisition cost of \$5,000 or more, when the awarding agency has reserved the right to transfer title to the equipment to the Federal Government or a third party.
- c. compensate the awarding agency for residual unused supplies with a total aggregate fair market value greater than \$5,000 that are not needed for any other Federally sponsored programs or projects.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

1. **Report.** Check applicable lines a-c to indicate the type of property that is being reported. Note: Federally-owned property includes items provided by the awarding agency, regardless of dollar value. Check line d to indicate no property to report, if the awarding agency requires a negative report.

2. Complete the relevant sections to correspond with the property reported in Block 1.

2a. **Federally-owned Property.**

- (i) To request transfer of the property for use on a specific Federal award
- (ii) To request Federal agency disposition instructions for unneeded Federally-owned property
- (iii) To request a disposition other than (i) or (ii). For example, requests for transfer of title under authority of the Stevenson-Wydler Act.

2b. **Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title.**

- (i) When statutory authority exists, the Federal awarding agency has the option to vest title to equipment acquired with award funds in the recipient with no further obligation to the Federal government and under conditions the Federal awarding agency considers appropriate.
- (ii) To request Federal agency disposition instructions for equipment acquired with award funds

2c. **Reportable Residual Unused Supplies.** Indicate whether the supplies have been sold or if they will be retained for use solely on non Federally-funded projects.

- (i) Enter the total amount of sales proceeds or an estimate of the current fair market value if the supplies will be retained. Note: Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale.
- (ii) Enter the percentage of Federal Government participation in the award under which the supplies were acquired.
- (iii) Enter the dollar amount of sales proceeds (or estimate of current fair market value) multiplied by the percentage of Federal Government participation listed in (ii).
- (iv) If the supplies were sold, enter the amount of selling and handling expenses. Enter zero if the supplies will be retained for use on non Federally funded projects.
- (v) Enter the amount of the Federal share in (iii) less the selling and handling expense listed in (iv). Indicate in Block 3 how the funds are being returned to the government (e.g., attached check made out to the Awarding Agency/U.S. Treasury or electronic remission).

3. **Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

Agency use only. This section is reserved for Federal agency use only.

**TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428S**

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428) DE-EE000	Attachment Type	Page	Of Pages
	<input type="checkbox"/> Annual Report		
	<input checked="" type="checkbox"/> Final (Award Closeout) Report		
	<input type="checkbox"/> Disposition Request/Report		

Complete one row for each item:

	Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acq. Date (e)	Cond. Code (f)	Acq. Cost (g)	Disp. Req. (h)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Instructions for Tangible Personal Property Report: SF-428S

A. General Instructions

This is a standard form to be used by recipients to provide detailed individual item information in connection with required reports of tangible personal property under Federal assistance awards.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

Report Type. Indicate the type of report Attachment for which the individual item information is being provided.

a. **Award Number.** For Consolidated Annual Report Attachments, enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. For all other Report Attachments (i.e., Individual Annual, Final, and Disposition Request/Report) leave blank.

b. **GP or ACQ.** Enter GP if the item is Federally-owned property. Note: Federally-owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a. Enter ACQ if the item was acquired with award funds.

c. **Description of Item.** Provide a brief description of the item.

d. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

e. **Acq. Date.** Enter the date the item was acquired by the recipient. For items furnished by the Federal Government, enter the date received by the recipient.

f. **Cond. Code.** Enter the applicable condition code from the following list:

<u>Code</u>	<u>Description</u>
1	Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

g. **Acq. Cost.** Enter the item acquisition cost.

h. **Disp. Req.** Indicate the type of disposition requested for each item by entering the corresponding number from Block 2 of the Final Report Attachment or Block 1 of the Disposition Request/Report Attachment. However, it is not necessary to enter this information when requesting the same disposition for all items of Federally-owned property or the same disposition for all items of Acquired Equipment (the disposition request indicated in the applicable Block(s) of the Final Report Attachment or the Disposition Request/Report Attachment will be sufficient). Not required for Annual Report Attachments.



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 8

**WAP Monthly Fiscal Report – Forms
300/310**

Office of Community Services
Department of Labor and Industrial Relations

FORM 300 - FISCAL REPORT

1. RECIPIENT ORGANIZATION Maui Economic Opportunity, Inc. (MEO) 99 Mahalani Street, Wailuku, HI 96793	2. FUNDING SOURCE Federal WAP #81.042 U.S. Department of Energy				
3. PROGRAM WEATHERIZATION ASSISTANCE PROGRAM (WAP) PY 2024	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">4. CONTRACT NUMBER</td> <td style="width: 40%;">5. CONTRACT AMOUNT</td> </tr> <tr> <td>OCS-POS-24-57</td> <td style="text-align: right;">\$ 77,512.82</td> </tr> </table>	4. CONTRACT NUMBER	5. CONTRACT AMOUNT	OCS-POS-24-57	\$ 77,512.82
4. CONTRACT NUMBER	5. CONTRACT AMOUNT				
OCS-POS-24-57	\$ 77,512.82				
6. CONTRACT PERIOD From: 7/1/2024 To: 6/30/2025	7. PERIOD COVERED BY THIS REPORT (If Final, circle FINAL) From: _____ To: _____				

8. COMPUTATION OF CASH REQUESTS:

<i>For Reimbursement:</i>	<u>Amount</u>
1 Total Cash Disbursements to Date: <i>(Cumulative Total from contract start date)</i>	1. _____ \$0.00
2 Total Cash Received to Date: <i>(Cumulative Total from contract start date)</i>	2. _____
3 Total Amount Due: <i>Line 1 minus Line 2 = Line 3</i>	3. _____ \$0.00
4 Less: Prior Cash Request not yet received	4. _____ \$0.00
5 Amount Requested For This Period: <i>(Enter 0 if Line 3 is less than Line 4)</i>	5. _____ \$0.00

CERTIFICATION:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Signature	Debra Cabebe, SPHR / CEO Print Name	Date Report Submitted
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OFFICE OF COMMUNITY SERVICES USE ONLY
APPROVAL FOR PAYMENT

I certify satisfactory receipt of goods/services listed in this invoice/form.

Signature - Program Specialist	Date: _____
Signature - Fiscal Section	Date: _____
Signature - Executive Director	Date: _____

Office of Community Services
 Department of Labor and Industrial Relations
Maui Economic Opportunity, Inc. (MEO)
Weatherization Assistance Program (WAP)

Form 310 - Expenditure Report
 PERIOD COVERED: July 1, 2024 to June 30, 2025

CONSOLIDATED BUDGET SUMMARY																						
	FTE	PY 2024 TOTAL BUDGET	Jul-24	Aug-24	Sep-24	Quarter 1	Oct-24	Nov-24	Dec-24	Quarter 2	Jan-25	Feb-25	Mar-25	Quarter 3	Apr-25	May-25	Jun-25	Quarter 4	Expend YTD	Variance	% Budget	
I. ADMINISTRATIVE COSTS		\$ 2,901.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,901.00	0.00%
1. PERSONNEL COSTS		\$ 1,574.00	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	1,574.00	0.00%
2. OTHER PERSONNEL COSTS		\$ 470.00	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	470.00	0.00%
3. OTHER CURRENT EXPENSES		\$ 857.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 857.00	0.00%
II. PROGRAM OPERATION COSTS		\$ 41,905.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,905.82	0.00%
1. PERSONNEL COSTS		\$ 16,010.00	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	16,010.00	0.00%
2. OTHER PERSONNEL COSTS		\$ 5,402.00	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	5,402.00	0.00%
3. OTHER CURRENT EXPENSES		\$ 20,493.82	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	20,493.82	0.00%
III. READINESS FUNDS		\$ 24,206.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,206.00	0.00%
IV. TRAINING & TECHNICAL ASSISTANCE		\$ 8,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00	0.00%
V. TOTAL		\$ 77,512.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,512.82	0.00%

DETAILED BUDGET SUMMARY																						
	FTE	PY 2024 TOTAL BUDGET	Jul-24	Aug-24	Sep-24	Quarter 1	Oct-24	Nov-24	Dec-24	Quarter 2	Jan-25	Feb-25	Mar-25	Quarter 3	Apr-25	May-25	Jun-25	Quarter 4	Expend YTD	Variance	% Budget	
CATEGORIES																						
I. ADMINISTRATIVE COSTS		\$ 2,901.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,901.00	0.00%
1. PERSONNEL COSTS		\$ 1,574.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,574.00	0.00%
Accountant III A	(0.0011)	\$ 68.00				\$0.00				\$0.00				\$0.00				\$0.00			\$68.00	0.00%
Accountant III B	(0.0011)	\$ 68.00				\$0.00				\$0.00				\$0.00				\$0.00			\$68.00	0.00%
Accounting Assistant	(0.0011)	\$ 50.00				\$0.00				\$0.00				\$0.00				\$0.00			\$50.00	0.00%
Accounting Manager	(0.0011)	\$ 94.00				\$0.00				\$0.00				\$0.00				\$0.00			\$94.00	0.00%
Accounting Specialist	(0.0011)	\$ 54.00				\$0.00				\$0.00				\$0.00				\$0.00			\$54.00	0.00%
Accounts Payable Specialist	(0.0010)	\$ 43.00				\$0.00				\$0.00				\$0.00				\$0.00			\$43.00	0.00%
Assistant Fiscal Officer	(0.0011)	\$ 99.00				\$0.00				\$0.00				\$0.00				\$0.00			\$99.00	0.00%
Benefits Manager	(0.0010)	\$ 60.00				\$0.00				\$0.00				\$0.00				\$0.00			\$60.00	0.00%
Chief Admin Officer	(0.0010)	\$ 94.00				\$0.00				\$0.00				\$0.00				\$0.00			\$94.00	0.00%
Chief Executive Officer	(0.0010)	\$ 128.00				\$0.00				\$0.00				\$0.00				\$0.00			\$128.00	0.00%
Chief Fiscal Officer	(0.0011)	\$ 117.00				\$0.00				\$0.00				\$0.00				\$0.00			\$117.00	0.00%
Chief Operating Officer	(0.0010)	\$ 102.00				\$0.00				\$0.00				\$0.00				\$0.00			\$102.00	0.00%
Employment Coordinator	(0.0010)	\$ 60.00				\$0.00				\$0.00				\$0.00				\$0.00			\$60.00	0.00%
Executive Assistant	(0.0010)	\$ 48.00				\$0.00				\$0.00				\$0.00				\$0.00			\$48.00	0.00%
Fiscal Clerk	(0.0011)	\$ 47.00				\$0.00				\$0.00				\$0.00				\$0.00			\$47.00	0.00%
Human Resources Admin Specialist	(0.0010)	\$ 45.00				\$0.00				\$0.00				\$0.00				\$0.00			\$45.00	0.00%
Human Resources Manager	(0.0010)	\$ 71.00				\$0.00				\$0.00				\$0.00				\$0.00			\$71.00	0.00%
Information Technology Manager	(0.0010)	\$ 70.00				\$0.00				\$0.00				\$0.00				\$0.00			\$70.00	0.00%
Information Technology Specialist	(0.0010)	\$ 51.00				\$0.00				\$0.00				\$0.00				\$0.00			\$51.00	0.00%
Payroll Specialist	(0.0011)	\$ 54.00				\$0.00				\$0.00				\$0.00				\$0.00			\$54.00	0.00%
Purchasing Specialist	(0.0010)	\$ 41.00				\$0.00				\$0.00				\$0.00				\$0.00			\$41.00	0.00%
Receptionist	(0.0010)	\$ 36.00				\$0.00				\$0.00				\$0.00				\$0.00			\$36.00	0.00%
Senior Accountant	(0.00161)	\$ 74.00				\$0.00				\$0.00				\$0.00				\$0.00			\$74.00	0.00%
2. OTHER PERSONNEL COSTS		\$ 470.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$470.00	0.00%
Payroll Taxes, Assessments																						
Social Security		\$ 120.00				\$0.00				\$0.00				\$0.00				\$0.00			\$120.00	0.00%
Temporary Disability Insurance		\$ 18.00				\$0.00				\$0.00				\$0.00				\$0.00			\$18.00	0.00%
Unemployment Insurance		\$ 6.00				\$0.00				\$0.00				\$0.00				\$0.00			\$6.00	0.00%
Workers' Compensation Insurance		\$ 46.00				\$0.00				\$0.00				\$0.00				\$0.00			\$46.00	0.00%
Fringe Benefits																						
Health Insurance		\$ 201.00				\$0.00				\$0.00				\$0.00				\$0.00			\$201.00	0.00%
Life Insurance		\$ 16.00				\$0.00				\$0.00				\$0.00				\$0.00			\$16.00	0.00%
Retirement		\$ 63.00				\$0.00				\$0.00				\$0.00				\$0.00			\$63.00	0.00%
3. OTHER CURRENT EXPENSES		\$ 857.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$857.00	0.00%
Audit Services		\$ 386.00				\$0.00				\$0.00				\$0.00				\$0.00			\$386.00	0.00%
Contractual Services		\$ 30.00				\$0.00				\$0.00				\$0.00				\$0.00			\$30.00	0.00%
Insurance		\$ 40.00				\$0.00				\$0.00				\$0.00				\$0.00			\$40.00	0.00%
Postage, Freight, & Delivery		\$ 30.00				\$0.00				\$0.00				\$0.00				\$0.00			\$30.00	0.00%
Publication & Printing		\$ 60.00				\$0.00				\$0.00				\$0.00				\$0.00			\$60.00	0.00%
Repair & Maintenance of Facility & Equipment		\$ 70.00				\$0.00				\$0.00				\$0.00				\$0.00			\$70.00	0.00%
Supplies		\$ 165.00				\$0.00				\$0.00				\$0.00				\$0.00			\$165.00	0.00%
Telecommunication		\$ 26.00				\$0.00				\$0.00				\$0.00				\$0.00			\$26.00	0.00%
Utilities		\$ 50.00				\$0.00				\$0.00				\$0.00				\$0.00			\$50.00	0.00%
II. PROGRAM OPERATION COSTS		\$ 41,905.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,905.82	0.00%
1. PERSONNEL COSTS		\$ 16,010.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,010.00	0.00%

	FTE	PY 2024 TOTAL BUDGET	Jul-24	Aug-24	Sep-24	Quarter 1	Oct-24	Nov-24	Dec-24	Quarter 2	Jan-25	Feb-25	Mar-25	Quarter 3	Apr-25	May-25	Jun-25	Quarter 4	Expend YTD	Variance	% Budget
Community Services Administrative Assistan	(0.0516)	\$ 2,311.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$2,311.00	0.00%
Community Services Director	(0.0400)	\$ 2,884.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$2,884.00	0.00%
Energy Specialist	(0.2500)	\$ 10,815.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$10,815.00	0.00%
2. OTHER PERSONNEL COSTS		\$ 5,402.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,402.00	0.00%
Payroll Taxes, Assessments																					
Social Security		\$ 1,225.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$1,225.00	0.00%
Temporary Disability Insurance		\$ 179.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$179.00	0.00%
Unemployment Insurance		\$ 66.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$66.00	0.00%
Workers' Compensation Insurance		\$ 470.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$470.00	0.00%
Fringe Benefits																					
Health Insurance		\$ 2,662.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$2,662.00	0.00%
Life Insurance		\$ 160.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$160.00	0.00%
Retirement		\$ 640.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$640.00	0.00%
3. OTHER CURRENT EXPENSES		\$ 20,493.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,493.82	0.00%
Contractual Services		\$ 15.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$15.00	0.00%
Insurance		\$ 200.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$200.00	0.00%
Materials & Labor		\$ 18,552.82				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$18,552.82	0.00%
Mileage Reimbursement		\$ 140.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$140.00	0.00%
Postage, Freight, & Delivery		\$ 100.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$100.00	0.00%
Publication & Printing		\$ 120.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$120.00	0.00%
Repair & Maintenance of Facility & Equipment		\$ 365.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$365.00	0.00%
Supplies		\$ 641.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$641.00	0.00%
Telecommunication		\$ 100.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$100.00	0.00%
Utilities		\$ 260.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$260.00	0.00%
III. READINESS FUNDS		\$ 24,206.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,206.00	0.00%
Readiness Funds Repairs		\$ 24,206.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$24,206.00	0.00%
IV. TRAINING & TECHNICAL ASSISTANCE		\$ 8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0.00%
Training		\$ 8,500.00				\$0.00				\$0.00				\$0.00				\$0.00	\$0.00	\$8,500.00	0.00%
V. TOTAL		\$ 77,512.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,512.82	0.00%



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 9

WAP Monthly Program Report

Weatherization Assistance Services
Monthly Program Narrative
Maui Economic Opportunity, Inc. (MEO)
Reporting Period:

Please describe what activities took place during the reporting period. The narrative should include, but is not limited to, what went well, what were some of the challenges, what are the current activities, and what are the future plans.

Community Education:

Outreach, Intake & Assessment:

Energy Audit:

Installation of Weatherization Measures:

Final Inspection:

Energy Efficiency Education for WAP Participants:

Additional Comments:



**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 10

WAP Monitoring Tool

JOSH GREEN
GOVERNOR

JADE T. BUTAY
DIRECTOR

SYLVIA LUKE
LIEUTENANT GOVERNOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
830 PUNCHBOWL STREET, ROOM 420
HONOLULU, HAWAII 96813
www.hawaii.gov/labor
Phone: (808) 586-8675 / Fax: (808) 586-8685
Email: dliir.ocs@hawaii.gov

JOVANIE DOMINGO DELA CRUZ
EXECUTIVE DIRECTOR

Subgrantee:		
Date of Monitoring:		
Monitoring Conducted by:	Type of Monitoring:	Title:
Subgrantee Personnel Present During Monitoring:	Title:	

Follow-Up Needed?

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WAP MONITORING TOOL

A. Subgrantee General

1. Who is responsible for approving and submitting monthly cash request?

Name:	Title:

2. Who is responsible for approving and submitting monthly program reports?

Name:	Title:

3. The Department of Energy (DOE) recommends subgrantees to utilize the help of volunteers. Does the subgrantee utilize the help of volunteers? *Refer to: CFR 440.16.d*
Yes No

If so, then around how many? What are the roles and responsibilities of these volunteers?

B. WAP Model

How does the subgrantee ensure that funds are maximized?

WAP MONITORING TOOL

1. *Community Education*

DOE requires all subgrantees to provide energy efficiency education to the community. How does the subgrantee provide energy efficiency education to the community?

2. *Outreach*

a) How does the subgrantee conduct outreach?

b) Does the subgrantee have a waiting list? Yes No

c) How large is the waiting list?

d) Does the subgrantee have a policies and procedures on how to select the order of the participants on the waiting list? If no, how does the subgrantee select the order of the participants on the waiting list?

Do you have any outreach training needs?

WAP MONITORING TOOL

3. *Assessment & Intake*

a) *Please refer to 10 CFR 440.16.a and 10 CFR 440.22*

How does the subgrantee ensure that a participant is eligible to receive WAP services?

At 200% of the Federal Poverty Level.

Multi-Family Dwelling Unit/Building: 66% of the dwelling units in the building is at 200% of Federal Poverty Level

Rental Dwelling Unit: For rental units, the landlord or the landlord's agent gives written permission

b) Intake

How does the subgrantee verify that a participant meets the following criteria? *Refer to 10 CFR 440.16.b*

i. Elderly (65+ years old)

WAP MONITORING TOOL

- ii. Persons with disabilities

- iii. Children (5 years old or younger)

- iv. High residential energy users

- v. Households with a high energy burden

Do you have any assessment & intake training needs?

WAP MONITORING TOOL

4. *Pre-Assessment*

- a) Does the subgrantee have a policy and procedure to pre-assess a participant's dwelling unit?
Yes No

If yes, please provide policy and procedure. If no, then how does the subgrantee conduct pre-assessment?

- b) Is the pre-assessment done in house or contracted with another company?
In-house Another Company

If another company, then who is the inspector and what company do they work for?

Company Name:	Division/Department:	Cost Per Dwelling Unit:

- i. If the subgrantee is using another company, then describe the process of choosing that company.

5. *Installation*

- a) What is the average time between approval for services and the start of installation of weatherization measures?

WAP MONITORING TOOL

- b) Does the subgrantee have an agreement with a company to provide the weatherization materials? Yes No

If so please provide a copy of the agreement and describe the process in selecting that company.

If not, then how does the subgrantee attain their weatherization materials and what is the standard process to do so?

- c) Who does the installation of weatherization materials?

6. *Post-Assessment*

- a) Who does the final home inspection?

Name:	Title:

- b) What does the inspector look for when they conduct the final home inspection?

WAP MONITORING TOOL

- c) Describe the process and procedures the subgrantees have in place and are implemented if an inspector finds work that needs to be re-done or corrected.

Do you have any pre-assessment, installation, or post-assessment training needs?

7. *Participant Education*

- a) Once weatherization measures are installed, how does the subgrantee provide education on the individual weatherization measures and overall general energy efficiency? Please provide a sample of any collateral.

8. *Completion of Units*

A dwelling unit is considered completed once all weatherization materials have been installed and the subgrantee or its authorized representative performed a final inspection(s) and certifies that the work has been completed in a workmanlike manner. *Please refer to 10 CFR 440.16.g*

- a) How does the subgrantee track participant's energy savings?
Yes No

WAP MONITORING TOOL

- b) What does the subgrantee do if there is a spike in energy consumption after weatherization measures have been installed?

- c) How does the subgrantee close participant files, where are they stored, and for how long? (Cross check with confidentiality)

Do you have any training needs on completing a unit?

C. Inventory

1. How does the subgrantee manage/track inventory?

2. When was the last time inventories were physically counted? Please refer to *10 CFR 600.f.3*

D. Mileage

1. How does the subgrantee log mileage?

2. How does the subgrantee ensure that the mileage logged is accurate?

E. Confidentiality *Please refer to 2 CFR 200.303.e*

1. How does the subgrantee inform employees that information regarding participants is confidential and is not to be shared with anyone outside of the program? Is there a written policy? If yes, please provide.

2. If not, how does the subgrantee ensure participants that their information is confidential?

WAP MONITORING TOOL

3. Is participant's information provided to subcontractors? Yes No
If so, how can the subgrantee ensure confidentiality standards?

Participant Grievances

1. Does the subgrantee have policies and procedures if a participant has a grievance? If yes, please provide.

2. If no, how does the subgrantee handle grievances

F. Fiscal

Our fiscal team will test four random cash requests for the program period. Documentation will be requested for each cash request:

- a. Cash Receipts
 - i. Copy of deposit slip,
 - ii. Copy of bank statements, and
 - iii. GL report posting
- b. Disbursements
 - i. Copy of invoice,
 - ii. copy of the bank cancelled check, and
 - iii. GL report posting
- c. Payroll
 - i. Copy of timesheets and allocation of time,
 - ii. GL detail report, and
 - iii. Payroll Provider payroll report

WAP MONITORING TOOL

1. What accounting system is the subgrantee currently using?

--

G. Training and Technical Assistance (T&TA)

1. Has the subgrantee attended a conference or done any T&TA? Yes No

If so, where did it take place, who provided the T&TA, and what was the purpose of the T&TA?

Where	Company/Subgrantee's Name	Subjects Covered

2. What type of T&TA would be the most beneficial?

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**WEATHERIZATION ASSISTANCE PROGRAM
(WAP)
POLICIES AND PROCEDURES**

Appendix 11

DHS-OCS MOA

**INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES**

Suspense

Subject: LIHEAP MEMORANDUM OF AGREEMENT (MOA)
WITH OFFICE OF COMMUNITY SERVICES

Originator: E. Furtado-Fischer
586-5734

To: DIR

From: ABESSDA

Date: 09/22/20

Memo No. 1

Attached, please find the MOA between the Department of Human Services and Office of Community Services, Department of Labor and Industrial Relations regarding the Low-Income Home Energy Assistance Program effective October 1, 2020.

This agreement requires your signature for completion. If you have any questions or concerns please contact Elisa Furtado-Fischer, LIHEAP Coordinator at efurtado-fischer@dhs.hawaii.gov. After signing, please return to BESSD/FAP, Attention Elisa Furtado-Fischer.

Thank you for your assistance in this matter.



ABESSDA

Attachments

MEMORANDUM OF AGREEMENT

Between
Department of Human Services
And
Office of Community Services

This Memorandum of Agreement, hereinafter referred to as "MOA," is made and entered into between the Office of Community Services, hereinafter referred to as "OCS," an attached agency of the Department of Labor and Industrial Relations; and the Department of Human Services, hereinafter referred to as "DHS," a government organization providing assistance to low-income households, particularly those with the lowest income who pay a high proportion of their household income for home energy, in meeting their immediate home energy needs through its Benefit, Employment and Support Services Division, hereinafter referred to as "BESSD." This MOA is effective October 1, 2020.

WITNESSETH:

WHEREAS, OCS and DHS recognize that without government provision low-income individuals and families would be unable to install the weatherization measures needed to reduce their energy cost; and

WHEREAS, weatherization measures include low-flow showerheads, faucet aerators, compact fluorescent lamps (CFL), light emitting diodes (LED), advanced power strips, hybrid heat pump water heaters, solar water heaters, small room air conditioners, very large room air conditioners, and refrigerators; and

WHEREAS, BESSD is the recipient of the Low-Income Home Energy Assistance Program, hereinafter referred to as "LIHEAP," grant from the U.S. Department of Health and Human Services, Administration for Children and Families, hereinafter referred to as "HHS-ACF;" and

WHEREAS, BESSD using LIHEAP funding is requesting the implementation of energy efficiency education, outreach, referral services, and installation of weatherization measures to families and individuals that are at or below the 200th of the Federal poverty guidelines to ensure that low-income households are assisted with lowering their energy bill; and

WHEREAS, BESSD using LIHEAP funding is requesting the implementation of energy efficiency education, outreach, referral services, and installation of weatherization measures utilizing majority of the Department of Energy Weatherization Assistance Program, hereinafter referred to as "WAP," regulations with the annual adjusted average expenditure limit per dwelling unit, reweatherization, and the DOE Savings to Investment Ratio standard being exempt; and

WHEREAS, energy efficiency education, outreach, referral services, and installation of weatherization measures can be instrumental in helping low-income households, who pay a high proportion of their household income for home energy, lower their energy bill; therefore, be it resolved that OCS and DHS agree to the following:

I. PURPOSE OF THIS MOA

This MOA establishes an agreement where DHS provides LIHEAP funds for the Contract between OCS and the Community Action Agencies, hereinafter referred to as "Provider." The Provider, through its Contract with OCS, will provide weatherization assistance services to low-income household that fall at or under the 200% poverty income guidelines through energy efficiency education, outreach, referral services, and installation of weatherization measures through WAP. Furthermore, this MOA describes the duties and responsibilities of BESSD and OCS, relative to the contracting and coordination of services and activities, to be conducted as a collaborative effort by said parties.

II. DUTIES, RESPONSIBILITIES, AND COORDINATION AMONG OCS AND BESSD

OCS and BESSD shall work together to expend funds for the purpose of this MOA. The following is understood by all parties:

A. BESSD:

1. BESSD shall determine the amount of funding for WAP from the LIHEAP Federal Block Grant.
2. BESSD shall inform OCS when LIHEAP funding is made available, for WAP, upon receipt of the award notification from HHS-ACF.
3. BESSD shall issue a letter to OCS detailing the actual amount of LIHEAP funds allocated to OCS, the actual breakdown of the allocated funds by administrative cost and program cost, the Catalog of Federal Domestic Assistance number, and the Federal Awards Management Systems number, annually when available.
4. BESSD shall coordinate and integrate WAP information into the State Plan in order to apply for LIHEAP funding.
5. BESSD shall distribute WAP information to LIHEAP applicants who are unaware of the weatherization assistance available.
6. BESSD shall review OCS's invoice and expenditure report and remit payment via Journal Voucher within fifteen (15) days from the date that BESSD receives invoices, with exceptions for unforeseen issues.
7. BESSD shall issue a final reconciliation letter once all financial accounting records for the period of performance under this MOA have been closed.

B. OCS:

1. OCS shall use no more than 10% of the actual allocated LIHEAP funds for administrative cost which is the actual breakdown of the allocated funds by administrative cost per item II.A.3. which is defined as:
 - Costs of general administration and coordination of programs including contract costs and all indirect (or overhead) costs;
 - Costs of salaries and benefits of staff performing administrative and coordination functions (program manager), activities related to eligibility determinations, budget preparation, program plan and schedule, and monitoring; and
 - Costs of training staff to perform administrative functions (i.e. eligibility determinations, procurement, payroll).
2. OCS, through its providers, shall assist eligible households whose income is at or below 200% of the Federal Poverty Level to ensure compliance with LIHEAP's mission.
3. OCS shall provide an annual budget report detailing how LIHEAP funds will be expended. The format of the annual budget report will be in a format mutually agreed upon by both agencies.
4. OCS shall request funds on a monthly basis from BESSD by submitting one invoice per month, broken down by provider, and fiscal expenditure reports, which correlate to the invoice. The format shall be the same as the annual budget and submitted to the BESSD LIHEAP coordinator by the 30th day of the following month. If the 30th day falls on a weekend or holiday, the report shall be due the next work day immediately following the 30th.
5. OCS shall submit a semi-annual program report consisting of the participant data, household classification, benefit information, and equipment report to BESSD within 30 days following the end of the semi-annual period.
6. OCS shall submit an annual program report consisting of the participant data, household classification, benefit information, and equipment report to BESSD within 30 days following the end of the Federal Fiscal Year. (September 30th).
7. OCS shall monitor each provider receiving LIHEAP funds for weatherization assistance services on an annual basis.
8. OCS shall provide BESSD with information needed to determine State compliance with LIHEAP regulations. This includes data needed for LIHEAP Carryover Re-allotment Report, Household Report, State Plan, and Performance Measures.
9. OCS, through its providers, shall distribute LIHEAP information to WAP applicants who are unaware of the energy assistance available.

10. In the event of an audit finding, due to deficiencies cited on the part of WAP or any of its partners, OCS shall take appropriate corrective action, including reimbursement of LIHEAP funds to BESSD.

III. TIME OF AGREEMENT

- A. The time of performance of this MOA shall be from October 1, 2020 and shall remain in effect unless otherwise terminated sooner.
- B. This MOA may be terminated by OCS or DHS through a written notice sent to the other party ninety (90) days prior to the termination date that includes a brief statement of the reason for the termination or at Federal termination of funding to OCS or DHS.

IV. FINANCIAL RECORDS

- A. OCS shall maintain programmatic records of LIHEAP for a period of seven (7) years from the termination date of the Contract with the Provider.
- B. OCS shall maintain financial accounting records for LIHEAP funds expended under this MOA for a period of seven (7) years from the date of final reconciliation.
- C. BESSD shall maintain financial accounting records for LIHEAP funds expended under this MOA for a period of seven (7) years from the date of final reconciliation.

V. FUNDING

- VI. Funding for this MOA will be ten percent of the LIHEAP initial release of funds. In the event that LIHEAP funding decreases or LIHEAP expenditures increase, the amount awarded to OCS for WAP services may be renegotiated to less than the above noted amount. All funding is subject to the availability of funds.

VII. BINDING EFFECT OF THE AGREEMENT

- A. This MOA is a binding Agreement. Any modifications, alterations, or changes to this MOA shall be mutually agreed upon and made only through a Supplemental MOA executed by the OCS and DHS.
- B. This MOA is not intended to create any rights, interest or remedies for any third-party beneficiaries; and third-parties may not rely upon this MOA to assert any claim against the State or any State employee, whether individually or in their official capacity.


IN WITNESSETH WHEREOF, OCS and DHS have executed this MOA providing assistance to low-income households in regard to their home energy needs as of the date stated above.

OFFICE OF COMMUNITY SERVICES

BY: 
Joyanie D. Dela Cruz
Executive Director

DATE: 09/21/2020

DEPARTMENT OF HUMAN SERVICES

BY: 
Cathy Betts
Director

DATE: 9/25/2020