

Guam Weatherization State Plan

For Program Year 2024

**To the U.S. Department of Energy
Submitted by Grant Recipient**



548 N Marine Corps Drive
Tamuning, Guam 96913

Weatherization Assistance Program for Low-Income Persons

April 1, 2024 – March 31, 2025



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Guam WAP Health & Safety Plan 2024

I. OVERVIEW

The **Weatherization Assistance Program (WAP)** was created by Title IV of the Energy Conservation and Production Act in 1976 to assist low-income families who lacked the resources to invest in energy efficiency. This Federal mandate authorized the U.S. Department of Energy (USDOE) to administer the WAP (42 U.S.C § 6861 et seq.). The WAP serves eligible low-income households free of charge with a set limit of financial assistance to provide a whole-house approach of weatherized services as determined by federal rules to maximize energy and dollar savings. The Energy Independence & Security Act of 2007 re-authorizing the WAP expanded to include any territory or possession of the U.S. in the definition of “States” as an eligible grantee.

On Program Year (PY) 2009, Territories were included for the first time in receiving funds from the WAP allocation. The Guam Energy Office (GEO) has been the grant recipient to implement the WAP for the Territory of Guam since 2009.

In order to receive federal dollars annually under the WAP, States, and Territories need to establish their own WAP State Plan according to the WAP regulations contained in 10 CFR 440, USDOE Financial Assistance Rules at 2 CFR 200, and all subsequent guidance contained in the USDOE Weatherization Program Notices. All USDOE rules and guidance can be found on its website.

The Guam Weatherization State Plan for Program Year 2024 to the USDOE is hereby presented for public comment prior to finalizing and submitting the necessary information within the grant application documents. Once federal funding is awarded, GEO will proceed to implement WAP services starting April 1, 2024, through March 31, 2025, for eligible low-income families to attain a reduction of household energy expenditures, while securing and enhancing the health and safety of the home.



II. FEDERAL ASSISTANCE

Funding allocation of federal assistance is based on the WAP formula established by U.S. Congress when distributing monies to States and Territories. Guam is eligible for federal funding of **\$294,042** to implement WAP services for eligible income families for PY 2024 (starting April 1, 2024, through March 31, 2025) will be based on Weatherization Program Notice 23-2 allocation. The WAP grant is a 3-year grant cycle. Upon issuance of the final allocation, adjustments to the grant State Plan will be made where applicable.

III. BUDGET APPLICATION REQUIREMENTS

The Guam Weatherization State Plan for PY 2024 serves as part of GEO's Grant Application process to apply for Weatherization funds and the guide for the allocation of \$294,042 in federal residential energy conservation funding. Within the grant application, breakdown dollars for Grantee Administration, Technical and Training Assistance, Program Income, and Health & Safety are allocated as required by the grant terms and conditions.

The Grant Application is to be submitted through the Performance and Accountability for Grants in Energy (PAGE) on-line system of the USDOE in order to be considered for award funds. www.page.energy.gov

The Grant Application Package consists of the following:

Mandatory forms:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information for Non-Construction Program
- Budget Explanation
- Annual File Worksheet
- Master File Worksheet

Required Attachments to the Application Package

- Carryover Explanation
- Health & Safety Plan
- Quality Control / Quality Assurance Inspection
- Public Hearing Transcript(s)
- Public Hearing Notice Demonstrating a Minimum 10 Days' Notice
- PAC Meeting Minutes
- GovGuam Single Audit (*pursuant to 2 CFR 200 Subpart F, Single Audit*)
- Indirect Rate Agreement
- GEO Organizational Chart
- GEO WAP Field Guide

IV. ANNUAL FILE

The Annual File is to be completed on the PAGE online Annual File Worksheet as required to be part of the WAP Grant Application Package. The information for the Annual File Worksheet is derived from the Guam WAP State Plan (Sections IV.1 thru IV.7) regarding subgrantees, production schedule, energy savings and method used to calculate savings, DOE-funded leveraging activities, a listing of PAC members, and public hearing discussion.


IV.1 SUBGRANTEES

GEO has no Sub-Grantee for this grant period. GEO is currently conducting all weatherization administrative and program operational work.


IV.2 ESTIMATED PRODUCTION SCHEDULE

GEO anticipates the WAP dollars to benefit approximately **40** households (rented or owned) based on Program Operations’ annual budget allocation. Adjustments will be made when final allocations are approved.

IV.2 WAP Production Schedule

Weatherization Plans		Units 
Total Units (excluding reweatherized)		40
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	40
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	40
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$319,718.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	40
H	Average Program Operations Costs per Unit (F divided by G)	\$7,992.95
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,992.95

IV.3 ENERGY SAVINGS

Method used to calculate savings(new):			
<input checked="" type="radio"/> WAP algorithm <input type="radio"/> Other (describe below)			Edit
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	40	29.3	1,172
Prior Year Estimate	25	29.3	733
Prior Year Actual	6	29.3	176

The method used to calculate energy savings is the WAP Algorithm set by USDOE to obtain an amount of energy to be saved. USDOE cites the 2005 Meta-evaluation that suggests a much higher rate of energy savings from weatherization in cold climate regions versus hot climate regions.

IV.4 DOE-FUNDED LEVERAGING ACTIVITIES

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

IV.5 POLICY ADVISORY COUNCIL

Pursuant to 10 CFR Part 440.17 (a), the Policy Advisory Council (PAC) has special qualifications and sensitivity with respect to solving the problems of low-income persons and is broadly representative of organizations and agencies including consumer groups that represent low-income persons. In addition, the Council has the responsibility for advising the agency administering the allocation of financial assistance. The PAC, known as the Guam WAP Review Committee, meets once a year and consists of the following members:

Agency/Company	Representative
Representing the Government of Guam	
Department of Integrated Services for Individuals with Disabilities (DISID)	Phyllis Leon Guerrero, Director 238 Archbishop St., Suite 702, Hagåtña, Guam 96910 Phone: (671) 475.4643 Fax: (671) 477.2892 Email: phyllis.leonguerreo@disid.guam.gov
Guam Housing and Urban Renewal Authority (GHURA)	Elizabeth F. Napoli, Executive Director 117 Bien Venida Avenue, Sinajana, Guam 96910 Phone: (671) 475.1330 Fax: (671) 300.7565 Email: efnapoli@ghura.org
Guam Housing Corporation (GHC)	Edith Pangelinan, President P.O. Box 3457, Hagåtña, Guam 96932 Phone: (671) 647.4143 Fax: (671) 649.4144 Email: edith.pangelinan@ghc.guam.gov
Department of Public Health and Social Services (DPHSS)	Arthur U. San Augustin, Director 123 Chalan Kareta Route 10, Mangilao, Guam 96913 Phone: (671) 735.7101/2 Fax: (671) 475.5910 Email: arthur.sanagustin@dphss.guam.gov
Representing the Private Business and Non-Profit Organizations	
Micronesia Community Development Corporation	Carlos Camacho 135 Chalan Santo Papa Road, Hagåtña, Guam 96910 Phone: (671) 969.7175, Fax: (671) 969.7191 Email: ironwoodhousing@gmail.com

The Guam WAP Review Committee (Policy Advisory Council) is tentatively scheduled to be held on **Tuesday, January 23, 2024 at 10:00 a.m.** to provide feedback to GEO on the weatherization assistance program and the review of the annual State Plan. The minutes of the meeting will be included with the application packet submission as required.

IV.6 STATE PLAN HEARING

Prior to the set public hearing for the Guam Weatherization State Plan for Program Year 2024, GEO placed an electronic advertisement on its website publicizing the hearing date allowing sufficient time for interested parties to obtain a copy of the plan and prepare to provide verbal or written comments at the hearing.

GEO scheduled a public hearing for the Guam Weatherization State Plan PY2024 on **Friday, January 19, 2024 at 10:00 a.m.** Copies of the proposed State Plan will be available for download beginning **January 9 through January 18, 2024** at the Guam Energy Office website <http://energy.guam.gov/>. An electronic advertisement for the Guam Weatherization State Plan was posted on **Monday, January 8, 2024** on the Guam Energy Office website.



IV.7 MISCELLANEOUS

Recipient Business Officer and Recipient Principal Investigator:

Name: Rebecca J. Respicio

E-mail: Rebecca.respicio@energy.guam.gov

Phone No.: 671-649-4362

Guam WAP Utility Rebate

Guam WAP is partnering with Guam Power Authority (GPA) to obtain rebates for WAP-purchased materials that include but are not limited to window A/C units and mini-splits air conditioners. Rebate funds associated with those purchases will be credited back against Guam's WAP program costs first and before submitting for draw request.

V. MASTER FILE

The Master File is to be completed on the PAGE online Master File Worksheet as required to be part of the WAP Grant Application Package. The information for the Master File Worksheet is derived from the State Plan (Sections V.1 thru V.9) regarding eligibility, selection of areas to be served, priorities, climate conditions, type of weatherization work to be done, weatherization analysis of effectiveness, health & safety, program management, and energy crisis & disaster response plan.

V.1 ELIGIBILITY

USDOE guidelines mandate that States and Territories give priority eligibility to the elderly, persons with disabilities, families with children, and families with high energy burden or high

energy use. Every dwelling unit to be weatherized must meet both client and building eligibility requirements.

V.1.1 APPROACH TO DETERMINING CLIENT ELIGIBILITY

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

- (1) With an income at or below 200% of the poverty level determined in accordance with criteria established by the Office of Management and Budget, except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of Health and Human Services, determines that such higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under Section 222(a)(12) of the Economic Opportunity Act of 1964; Pub. L. No. 88-452, 42 U.S.C. §2701 et seq;
- (2) Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance; or
- (3) If the State elects, is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.
- (4) Under WPN 22-5 it extends categorical income eligibility to U.S. Department of Housing and Urban Development (HUD) means-tested programs. GEO may certify that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. The method of verification of eligibility must be included in the client files.

GEO has established written policies that set forth procedures to determine dwelling unit priority [440.16]. Written policies cover income eligibility, determination of rental property eligibility, and assurance of tenant benefit from weatherization services. Guam complies with all household and building eligibility criteria outlined in 10 CFR 440.22 and has selected Alaska's appropriate set of poverty guidelines due to similar energy and economic characteristics.

If weatherization services do not begin within 12 months of the eligibility determination date, the household's eligibility must be re-determined.

Also, Guam will follow the policies outlined in the "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS guidelines, when determining eligibility of qualified and nonqualified aliens.

V.1.2 APPROACH TO DETERMINING BUILDING ELIGIBILITY

Procedures to determine that units weatherized have eligibility documentation:

During the application intake process, GEO will require the submission of every income-earned documentation of individuals living in the household to verify the income eligibility of every client which will be included in the client's file. A dwelling unit is eligible for weatherization assistance if it is occupied by a household unit that meets the income guidelines and building eligibility guidelines.



Single family dwelling units must meet the income eligibility in order to receive weatherization services.

Duplexes to four-unit buildings must meet the 50% income eligibility criteria in order to receive weatherization services for the whole building otherwise weatherization services will be provided to only the applicant(s) meeting the income eligibility.

Multi-family buildings three stories or less and have 5 units up to 24 units that are each individually cooled must meet the 66% income eligibility criteria in order to receive weatherization services for the whole building otherwise weatherization services will be provided to only the applicant(s) meeting the income eligibility.

Re-weatherization Compliance

Guam was awarded WAP funds for the first time in 2009. The re-weatherization of units prior to September 30, 1994, per 10 CFR §440.18(e)(2)(iii) is not applicable. Any dwelling unit that received weatherization services will not be revisited until 15 years after the date that such previous weatherization was completed, per 42 U.S.C. 6865(c), as amended. In addition, a unit may be re-weatherized if such dwelling unit has been damaged by fire, flood, or an act of God and repair of the damage to weatherization



materials is not paid for by insurance, per 440(18)(2)(ii). Each dwelling to be weatherized is required to receive a new energy assessment that takes into account any previous energy conservation improvements to the dwelling.

Eligible Structures

To be considered for weatherization, a dwelling must be a structure, including a stationary mobile home, apartment, group of rooms, or a single room occupied as separate living quarters (including historic properties), and qualified shelters or other group facilities. Government institutions, halfway houses, nursing homes, recreational vehicles (RVs), cars, trucks or tents are not eligible dwellings for weatherization services. Properties having only a commercial use are not eligible for weatherization. Properties forty-five (45) years old or older must be reviewed for possible historic status or features by USDOE. Weatherization of a dwelling unit which is designated for acquisition or clearance by a Federal, State, or local program within 12 months from the completion date of weatherization is not allowed.

Rental Units/Multi-family Buildings

Guam has developed a policy regarding the weatherization of rental property, including procedures to document that the tenant receives the benefits of weatherization [440.22(b)]. Rental property owners may be required to contribute to the cost of weatherization [440.22(d)].

Language from the Homeowner/Rental Certification & Authorization Form addresses the DOE requirements regarding limits on rent increases and undue enhancement. Renters are notified of the stipulations on rent increases. Rental property owners must provide signature approval of work to be performed on a standardized Homeowner/Rental Certification & Authorization Form. GEO has established an arbitration procedure for disputes relating to violations of rental agreements. Tenants and property owners are notified of this process at the time of weatherization. A Customer Bill of Rights is provided to every tenant, including a statement that tenants shall not be subjected to rent increases based on weatherization services conducted in the unit. As part of the rental agreement, landlords must agree to the repayment of weatherization service for violation of the agreement [440.22(c)].

Deferral Process

Guam has a detailed policy and clear procedures to follow when deferral is necessary (in the GEO Weatherization Program Policy & Procedures). It is required that a written deferral policy outlines the procedures for making a deferral decision and notifying the customer. It must include guidelines for determining a period for correcting issues identified and notification regarding resources available to assist the customer. Reasons for deferral include structural or other issues that would limit the effectiveness or reduce the lifetime of measures (such as in a home needing roof replacement). There are also health and safety reasons that may warrant the deferral of a unit. Additional information on deferrals is found in the Guam WAP Health and Safety.

Weatherization Readiness Fund

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

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

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

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

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

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

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

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

V.1.3 DEFINITION OF CHILDREN.

Any person living in the home 17 years of age or younger.

V.1.4 APPROACH TO TRIBAL ORGANIZATIONS

There are no established or recognized Native American Tribal Organizations in Guam.

V.2 SELECTION OF AREAS TO BE SERVED

All areas of Guam will be served. Based on the 2020 Census of Guam, U.S. Census Bureau, the Guam population count is 153,836 occupying about 212 square miles of land. GEO will service areas that consist of the following:

- 1) Public housing units that are deemed eligible for the program such as Guam Housing Corporation and Guam Housing and Urban Renewal Authority rental units.
- 2) Guam's eligible household who resides in a home or a rental unit.



V.3 PRIORITIES FOR SERVICE DELIVERY

Guam will prioritize weatherization services based on a point system categorized under elderly, disabled persons, households with children under eighteen years old, high residential energy users, and households with a high energy burden [440.16(b)].

V.4 CLIMATIC CONDITIONS

Guam's tropical climate is warm year-round. The average temperature is in the mid-80 degrees Fahrenheit. There are only two seasons, the dry (December –June) and the rainy (July- November).

The warmest months are from March through August. The coolest and least humid months accompanied by western trade winds are in December through February. The average wind speed is 9.5 mph. The annual rainfall totals up to 80 to 110 inches. According to the National Weather Service Forecast Office located in Hueneme Road, Bldg. 3232, Barrigada, Guam, the historical temperature high was 95 degrees Fahrenheit on June 30, 1969 and most recent low was at 66 degrees Fahrenheit on June 22, 1966.



To reduce the cost of home cooling, the cooling degree days and the table below is provided:

Period of Record General Climate Summary - Cooling Degree Days

Station:(914229) GUAM WSMO

From Year=1957 To Year=1998

Cooling Degree Days for Selected Base Temperature (F)

Base	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Annual
55	697	633	714	730	777	758	766	754	733	755	733	737	8788
57	635	577	652	670	715	698	704	692	673	693	673	675	8058
60	542	492	559	580	622	608	611	599	583	600	583	582	6962
65	387	351	404	430	467	458	456	444	433	445	433	427	5136
70	232	209	250	280	312	308	301	289	283	290	283	272	3310

Cooling Degree Day units are computed as the difference between the daily average temperature and the base temperature. (Daily Ave. Temp. - Base Temp.) One unit is accumulated for each degree Fahrenheit the average temperature is above the base temperature. Negative numbers are discarded. Example: If the days high temperature was 95 and the low temperature was 51, the base 60 heating degree day units is $((95 + 51) / 2) - 60 = 13$. This is done for each day of the month and summed. Table updated on Jul 28, 2006. Months with 5 or more missing days are not considered. Years with 1 or more missing months are not considered.

Source: Western Regional Climate Center, wrcc@dri.edu

V.5 TYPE OF WEATHERIZATION WORK TO BE DONE

Due to the island's warm climate, weatherization efforts will be directed at improving the efficiency of cooling systems, reducing the electrical energy demand of light fixtures and selected household appliances, and mitigating energy-related health and safety concerns. To maximize the benefits of the Program, work will be performed by trained personnel, and the process will be monitored from initial client application to certificate of completed weatherization work.

V.5.1 TECHNICAL GUIDES AND MATERIALS

GEO performs program activities according to the “Weatherization Assistance for Low-Income Persons Program” regulations pursuant to Part A, U.S.C. 6861-6872 of Title IV of the Energy Conservation and Production Act, Pub. L94-385, 90 Stat. Et. Seq: Title 10, Chapter 2, Part 440 (published in the Federal Register), Friday, December 8, 2000, Vol. 65 No. 237.

GEO field and technical guides used by staff consist of the GEO Energy Audit Priority List (USDOE approved March 2021), GEO Technical Field Guide & Priority List for Single Family Homes (USDOE January 2023), and GEO Weatherization Program Policy & Procedures.

Typical work includes refrigerator replacement, window air conditioner replacement, mini-split air conditioners with Energy Star® qualified appliances, lighting replacement with light-emitting diode (LED) bulbs, low-flow shower heads, and faucet aerators. In addition, further work will involve base load reduction measures. Other work includes energy-related health and safety measures. Allowable expenditures are established to meet the requirements of 10 CFR Part 440.18. All work is performed per local building codes, approved field and technical guides, and DOE-approved energy audit procedures. All materials and specifications are met per the standards outlined in 10 CFR 440, Appendix A.

V.5.2 ENERGY AUDIT PROCEDURES

Single-Family: On Jan. 9, 2023, U.S. DOE approved Guam's request to adopt the Regional Priority List - Guam Energy Audit Procedures for Site-Built Single Family, Manufacturing Housing, & Low Rise Multifamily Housing for WAP.

Manufactured Housing: N/A

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

One to Four Unit Buildings

Guam will use the U.S. DOE-approved priority list for all 1 to 4-unit buildings. Each energy conservation measure must have a savings-to-investment ratio (SIR) of at least 1.0 and the total job SIR must also be at least 1.0.

Manufactured Housing

There is no expectation for weatherizing mobile homes in Guam. If it would be necessary, a DOE-approved tool for mobile homes would be used.

Multi-Family

For small multi-family buildings with 5 to 24 units, GEO will use the U.S. DOE-approved priority list that is used also for 1 to 4-unit buildings.

For large multi-family shelters or group homes, GEO will conduct an energy audit to gather information to be submitted to the U.S. DOE for review and approval. No work is to commence pending U.S. DOE approval.

V.5.3 FINAL INSPECTION

A dwelling unit will not be reported as completed until the Grantee or its authorized representative has performed a final inspection to certify that the work has been completed in a workmanlike manner. In addition, the work must agree with the work determined by the energy audit/home assessment and job task/work order. The final inspection shall be performed by an inspector other than the energy auditor or contractor performing the work. The signed inspection form certifies that the measures installed should, under reasonable conditions, save energy and make the dwelling more comfortable for the inhabitants. If a designated measure is not installed or performed and/or any discrepancies are encountered in the case file, then a written explanation must be included in the inspection form along with a job task/work order indicating the corrective measures to be taken. The energy auditor is to complete the work order and a final inspection will be conducted to ensure the corrective measures were completed and it meets work standards.

Due to the type of weatherization measures completed in Guam and due to its geographical location, Guam has an exemption for the certified Quality Control Inspectors (QCI). The final inspector will be provided adequate training on the weatherization measures implemented in Guam. The Guam's Quality Work Plan aligns with WPN 22-4 section 2, which governs the quality control inspection process. The inspector conducts a final inspection of all weatherized dwellings, which includes photos of the weatherized dwelling to show visual proof of installation and compliance to verify the following:

- Review all completed work with the client;
- Client satisfaction from the intake process to the close out of unit;
- Specify corrective actions whenever the work does not meet standards; and
- Verify that all required paperwork, with required signatures, is in the client file.

V.6 WEATHERIZATION ANALYSIS OF EFFECTIVENESS

In order to document the effectiveness of the Program, GEO continues to obtain energy usage information from occupants of the dwellings weatherized. GEO obtains from the occupants' energy usage bills that cover the period for twelve months prior to weatherization and twelve months after weatherization.

In 2013, GEO, through its consultant, conducted an Energy Savings Report and Analysis for Guam homes weatherized during 2010 and 2011. Based on the recommendations, GEO will emphasize 1) analyzing pre-billings prior to the start of the retrofit to determine best savings; 2) through the initial home visits, determining existing conditions of lighting fixtures, refrigerators, air conditioner units prior to the retrofits, and 3) review the total cost of weatherization per home before fixtures/appliances are installed to determine potential payback period. In addition, during the on-site visits, customers will be interviewed to verify customer understanding of completed work and satisfaction level. Reports are generated to assist GEO with unit selection to ensure the on-site monitoring visits will create the best opportunities to review measures that may need

improvement or to review jobs that may have higher measure costs. This allows GEO to determine what training might improve the quality of work.

V.7 HEALTH AND SAFETY

See Guam WAP Health & Safety Plan Attachment

V.8 PROGRAM MANAGEMENT

V.8.1 OVERVIEW AND ORGANIZATION

GEO is a line agency under the Executive Branch of the government of Guam. GEO supports energy conservation, energy efficiency, renewable energy programs, and practices. GEO also implements programs for the benefit of the island community such as the Guam Weatherization Assistance Program (WAP) for eligible low-income families. Under the WAP, GEO provides whole-house approach weatherization services that include energy inspections, technical assessment, installation, monitoring, and education outreach on energy conservation, energy efficiency, and renewable energy.

GEO is located at 548 North Marine Corps Drive, Tamuning, Guam 96913, telephone (671) 649-4362, fax (671) 649-1215, website: <https://energy.guam.gov/>.

V.8.2 ADMINISTRATIVE EXPENDITURE LIMITS

GEO will not spend more than the allowable administrative cost of 7.5 percent of the award as approved by the federal grantor.

V.8.3 MONITORING ACTIVITIES

GEO is a direct service grantee, which also serves as a subgrantee, thus, the following monitoring approach is being taken in accordance with 10 CFR 440.23.

Desktop Monitoring: The program manager will review and track all available reports for progress, expenditures, timelines, audit findings, and resolution of findings.

Fiscal Monitoring: GEO's state financial agencies (Guam Bureau of Budget & Management Research and the Department of Administration) serve as a check and balance of our financial records, purchasing and bidding practices, payroll and documentation, travel records, vendor payments, and fiscal audit to assure those federal dollars are spent in accordance to local and federal requirements.

Field Monitoring: GEO's program manager will conduct its periodic field monitoring that includes spot checks and quality assurance inspections. Inspection will also include a review of client files, weatherization materials, tools, equipment, inventory, safety policies and practices, and 10% of completed weatherization units. Further monitoring will be conducted in compliance with all program rules, energy audit procedures, crew operations, client interaction, and data collection and reporting. When problems are discovered, a corrective action plan will be developed for areas needing improvement, and training will be provided to staff.

The field inspector will conduct a full inspection of every dwelling unit that has received weatherization services to certify that all weatherization and mechanical work has been completed in a quality manner, is in compliance with applicable rules and codes, and is in accordance with the priorities determined by the audit. A complete inspection, signed by the field inspector, shall be placed in each job file.

V.8.4 TRAINING AND TECHNICAL ASSISTANCE APPROACH AND ACTIVITIES

The Training and Technical Assistance (T&TA) Plan activities are driven by the overall objectives of saving energy and reducing the state's carbon dioxide and other greenhouse gas emissions. These objectives will be reached through the delivery of quality installations, at the lowest possible cost, to the greatest possible number of dwellings. Furthermore, the activities will incorporate recommendations from GEO field monitoring visits, DOE Project Officer visits, internal state audits, quality assurance reports, and other reports.

The comparison between the effectiveness and the energy savings achieved are determined through field monitoring visits, pre- and post-weatherization analysis of energy usage per home, installation of energy measures, and client education.

Training and technical assistance will be provided through on-site visits, regional training sessions, or statewide training sessions. Any out-of-state training meetings or conferences must receive prior approval.

GEO will provide training and technical staff assistance:

- Routine Technical Assistance. Technical assistance covering any programmatic aspect of operations can be provided during monitoring visits by the monitoring staff or at any time problems are encountered. If the monitor identifies major problems, more extensive technical assistance will be scheduled in the immediate future following the monitoring visit. Technical assistance related to the actual installation of weatherization measures will be provided either by GEO or through trainers.
- State Training. GEO plans to attend the NASCSP 2025 Winter Conference (TBD), 2024 NASCSP Annual Training Conference (TBD), and Energy Outwest (EOW) 2024 on August 19-23, 2024 in Austin, TX. At the EOW 2024 conference, WAP staff will have the opportunity to obtain training that is not available in Guam including the required Lead Renovation, Repair & Painting certification. Additionally, WAP staff will have the opportunity to interact with their peers, gain additional knowledge and skills in the weatherization area, and obtain technical training at the conference. Further training plans include GEO's participation in the NASCSP conferences either virtual or on-site based on the availability of funds. In addition, GEO will continue to participate in monthly call-ins with USDOE and NASCSP. Under administrative training, GEO will seek procurement training offered through the Guam Community College and is specifically focused on local government procurement. Additionally, GEO will look into grant writing training for administrative staff. This training will allow staff to build up their knowledge and expertise in this field.

- **On-Site Training.** GEO will seek local vendors to provide training for its field staff. Should GEO hire new field staff, GEO will provide mandatory training to include the 10-hour OSHA training. Furthermore, mandatory comprehensive training for all staff will be available online by Santa Fe Community College, EnergySmart School Academy (ESA), (IREC accredited). The comprehensive training will include energy auditor, retrofit installer, crew leader, and quality control inspectors training. Classroom and field training sessions will continue on an as-needed basis for field staff performing energy audits, retrofits, and health and safety tests and repairs. Field training sessions will reinforce classroom training already conducted and will provide updated information on new equipment and components.

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

GEO will require WAP field staff to attend mandatory training and obtain certification for the EPA Lead Renovation, Repair & Painting (RRP) every 5 years and an initial 10-Hour OSHA for General Industry with a refresher course every 5 years. GEO will also require WAP staff to receive mandatory training on energy auditor, retrofit installer, crew leader, and quality control inspector training with a refresher course every 5 years. Other training may also include Lead Safe Weatherization (LSW), basic electrical safety, identification of electrical hazards, fire hazard safety, local code compliance, combustion safety testing, basic mold and moisture awareness training, and indoor air quality.

In addition, all WAP staff will have training on client energy education with refresher training every 3 years or on an as-needed basis. This training will provide staff with an understanding of weatherization and will allow staff to ensure the maximum effectiveness of the weatherization measures. Client energy education training will also allow the staff to work with clients to affect positive changes in energy usage habits. Before meeting with a client, the staff will review the client's energy billings and the client questionnaire to best educate the client on energy efficiency and energy conservation. Furthermore, the staff educates the client as to the types of energy measures that were installed in the home. Outreach materials are also provided to the clients as part of the energy education process such as energy-saving tips, Guide to Mold, Moisture, and Your Home, Lead-Safe Certified Guide to Renovate Right, A Citizen's Guide to Radon, and various other energy-related materials.

V.9 ENERGY CRISIS AND DISASTER PLAN

The Guam Comprehensive Emergency Management Plan developed by the Guam Office of Homeland Security/Office of Civil Defense is used for the appropriate local and federal entities during an emergency and disaster plan. GEO's role is to provide support to the Guam Power Authority, an autonomous Government of Guam agency under the Executive Branch providing all of the island's energy needs, during an emergency and disaster crisis including an energy emergency crisis. The use of the weatherization funds to address disaster relief activities is only when dwelling units receiving services are eligible to qualify based on income and building requirements under the Guam WAP. All policies for weatherization must be followed including

the Guam WAP Health & Safety Plan. Weatherization funds cannot be used for any activities that will not meet WAP policies and regulations.

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