

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET**

**Grant Number: EE00184, State: MP, Program Year: 2009**

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

**III.1 Eligible Population**

**III.1.1 General Description**

**Definition of income used to determine eligibility:**

Eligible criteria will be implemented based on the WAP low-income poverty guidelines as amended to reflect 200%.

**Procedures to determine that units weatherized have eligibility documentation:**

Determination will be based on client intake information --NEED MORE HERE

**Definition of children: Below age**   18  

**Recommend tribal organization(s) be treated as local applicant?**   No  

**If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:**

**III.1.2 Selection of Areas to Be Served**

Areas to be served will be primarily based on the three inhabited islands of Saipan, Tinian and Rota. These three islands have its own population of elderly, disabled and low-income families. WAP Services will be administered in the following order for the following CNMI islands:

First year, the island of Saipan; 2nd. year, Tinian and 3rd. year Rota.

**III.1.3 Priorities**

Weatherization services will be extended to primary owned dwelling to qualified WAP applicant in the respective order:

- elderly persons (60 years and older);
- family or persons with disabilities;
- families with children;
- high residential energy users; and
- household with a high energy burden

**III.2 Climatic Conditions**

The climate is tropical marine, hot and humid. The Marianas enjoy a tropical oceanic climate characterized by relative high and uniform temperatures. The annual mean temperature is 83 degrees Fahrenheit (F.). The seasonal variation in mean monthly temperature is less than 3.5

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degrees F. However, temperature is affected by elevation; hence, considerably greater temperature variations between the coastal and mountainous areas. Humidity is very high with monthly averages between 79 and 86 percent but fresh breeze provide a measure of comfortable relief. The Commonwealth is situated some 600 miles east of an area in the western Pacific, which is the breeding area of cyclonic disturbances. As a result the Commonwealth is in what is known as weather condition four at all times which means that 40 mile an hour winds are possible within 72 hours. These cyclonic disturbances can quickly and sometimes unexpectedly develop into typhoon force winds of 120 miles per hour or greater. The months of greatest humidity are July to November. The mean annual rainfall is approximately 83.8 inches, but rainfall varies from year to year. Sometimes the islands experience droughts generally during the period from December through June. Some rain does occur during the dry season. The wet season is from July through October.

**III.3 Weatherization Work**

**III.3.1 Type of Work to Be Done**

**Services May Include:**

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

**Windows** - If determine necessary, services may include sunscreen which will require installation of fabric sunscreen.

**Air Sealing** - Air sealing services will be to reduce the leakage condition of air space outside of the condition space.

**Air Conditioning and Warm Climate** - High efficiency air-condition units will be installed based on assessment.

**Lighting Retrofit** - Replace and install Energy Star® compact fluorescent lightbulbs.

**Refrigerator Appliance** - Replace inefficient refrigerator with high efficiency.

**III.3.2 Energy Audit Procedures**

NEED TO PROVIDE STATMENT THAT THEY WILL ONLY USE APPROVED AUDIT/PRIORITY LIST PROCEDURES.

Unit Types                      Audit Procedures and Dates Most Recently Approved by DOE

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#### III.3.3 Final Inspection

NEED TO PROVIDE A STATEMENT THAT 100% OF DWELLING UNITS REPORTED TO DOE WILL RECEIVE A FINAL INSPECTION.

#### III.3.4 Assessment of Effectiveness

A pre-energy assessment will be conducted on each home to establish baseline energy consumption to measure future usage and to determine actual weatherization needs. Monthly electrical billing will be used to determine average consumption prior to weatherization. Once weatherization is completed, then a follow up monthly utility usage will be collected and compared to the pre-energy assessment.

#### III.4 Health and Safety

TO BE SUBMITTED AT LATER DATE

Prior to performing the weatherization, the Energy staff and contractor will conduct a physical inspection of the household dwelling and interview with clients to provide information of the type of weatherization to be performed and how the weatherization work may impact the living space. CNMI Energy WAP is in developing its Health and Safety Plan and will be submitted to DOE upon completion. Precautionary measures will be taken to prevent any hazardous conditions that will affect workers and/or clients. *Note:* Serious electrical hazards exist when gross overloads or electrical wiring exposure are present. Should auditors and crews find such existing problems, they shall notify the owner. Weatherization measures that involve the installation of new equipment such as air conditioners and refrigerators must prevent any type of hazardous surroundings and conditions. The problem shall also be noted in the client file. To the extent that these problems prevent adequate weatherization, the agency should consider repairing them on a case-by-case basis. Certified electrician shall be contracted to make necessary safety electrical wiring prior to weatherization to assure electrical baseload is within the electrical safety standards.

#### III.5 Rental Procedures

Prior to weatherization, clients that reside in rental dwellings shall provide agency rental contract condition for its review and obtain the necessary approval from landlord, owner or his/her agent to perform weatherization services. CNMI WAP will obtain a rental agreement as well from landlord, owner or his/her agent. DO NOT NEED CONTRACT, JUST NEED LANDLORD APPROVAL.

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**III.6 Program Management**

**III.6.1 Overview**

The CNMI Energy Division is the direct recipient of WAP program funds. Currently the staffing organization consists of a Director, Administrative Officer and Administrative Assistant. Energy Division will be responsible to the administration of WAP program and will be considered its sub-grantee.

**III.6.2 Administrative Expenditure Limits**

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

The agency will develop and implement a comprehensive computerized filing system to adequately monitor the financial expenditure and progressive phases of the various project during program funding period.

**III.6.3 Monitoring Approach**

Since this is the CNMI's first WAP funding opportunity, field monitoring will be performed and extensive training for weatherization services and technical program to identify areas to maintain or improve work quality, efficiency delivery of program services.

A financial management, field data system, record and file maintenance, income documentation, pre and post energy audit, reporting procedures will be established to ensure accurate record keeping and monitoring of WAP activities is in accordance to Section II.6.

**III.6.4 Training and Technical Assistance Approach**

The agency's T&TA activities are intended to maintain or increase the quality, effectiveness and efficiency of WAP. Such activities are to be designed to maximize energy savings, minimize production costs, improve the program management and crew/contractor's quality work productivity of the weatherization program and/or reduce waste, fraud, abuse and mismanagement. Training is designed to enhance skill and competence of all weatherization staff and contractors to uniform standards.

**III.6.5 Energy Crisis Plan**

N/A

Disaster Relief Plan was submitted, but is unclear what services will be provided and to who. This needs to be revised