

House District 17-51
Senate District 9-25

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Honolulu Community Action Program, Inc.

Dba:

Street Address: 33 South King Street, Suite 300 Honolulu, HI 96813

Mailing Address: 33 South King Street, Suite 300 Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HANE

Title Director of Planning, Program Development, & Communications

Phone # 808-521-4531

Fax # 808-521-4538

e-mail michaelh@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

RESIDENTIAL ENERGY SOLUTIONS INITIATIVE-
REDUCE ENERGY CONSUMPTION AND COSTS IN LOW-INCOME HOUSEHOLDS THROUGH ENERGY EDUCATION AND INSTALLATION OF ENERGY-EFFICIENT DEVICES AND APPLIANCES

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID # [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$227,130

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SERVICES ARE PRESENTLY AVAILABLE THROUGHOUT OAHU
GIA FUNDS WILL ALLOW ADDITIONAL HOUSEHOLDS TO
RECEIVE ENERGY SAVING MEASURES THROUGH AN
INNOVATIVE APPROACH.

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE
AT THE TIME OF THIS REQUEST:

STATE \$

FEDERAL \$44,164

COUNTY \$

PRIVATE/OTHER \$

REPRESENTATIVE:

ROBERT N.E. PIPER, ESQ., EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 29, 2014
DATE SIGNED

RESI

**Residential
Energy
Solutions
Initiative**



I. Background and Summary

A. Applicant Background

The Honolulu Community Action Program, Inc. is a non-profit 501(c)(3) agency that has assisted low-income residents on O`ahu since 1965. With 48 years of experience in human services and over 30 years assisting local households by promoting home energy-efficiency and reducing energy consumption and costs through *weatherization* services, HCAP can effectively and immediately provide the proposed services to low-income clients throughout the island of O`ahu. As the sole provider of the Weatherization Assistance Program (WAP) on O`ahu and previously, the Weatherization Assistance Program – American Recovery and Reinvestment Act (WAP-ARRA), and the Supplemental State Energy Program for the Weatherization Program Services for Low-Income Persons (SEP) on O`ahu, HCAP is fully equipped and prepared to immediately provide energy assistance services upon contract execution. Start-up time will be minimal, as the agency already has the technical training, management capacity, program infrastructure, capabilities, and outreach network in place to be fully operational. Over 600 O`ahu households have received some form of weatherization assistance from HCAP since 2009.

B. Goals and Objectives

The goal of the project is to reduce energy consumption and costs in low-income households through energy education and installation of energy-efficient devices and appliances through the proposed *Residential Energy Solutions Initiative (RESI)* program. By taking a ‘whole-house energy management’ approach to service delivery, HCAP will assess 42 homes for program eligibility, with a projected 35 homes qualifying for ‘in-home’ energy conservation education and installation of energy efficient measures. HCAP staff and its selected vendors and contractors will then install the maximum number of devices and appliances that conditions dictate and funding allows in each home.

HCAP takes a client-focused approach to addressing the high energy burden facing low-income households. Program participants will receive a range of energy solutions and services provided by qualified, trained staff, including personalized outreach and intake services; comprehensive home energy audits with site-specific energy education; health & safety assessment; installation of appropriate energy-saving devices; post-installation inspection services; formal device training; product warranties; and follow-up quality assurance and outcome evaluation.

C. Public Purpose and Need to Be Served

“Low-income households typically spend 17% of their total annual income on energy, compared with 4% for other households.”

- *Weatherization Fact Sheet, U.S. Department of Energy,
Office of Energy Efficiency and Renewable Energy*

The above quote presents an explicit need to assist those with disproportionate household expenses due to high energy costs. These households have but two options: reduce consumption and/or look for aid in meeting unmanageable energy costs. Federal funding for both of these options, however, has been dwindling since the mid-1980s; more and more responsibility for controlling these costs to the poor falls on local governments and human services groups.

Lower-income families are more vulnerable to energy costs than higher-income families because energy represents a larger portion of their household budgets. Energy is consuming one-fifth or more of the household incomes of lower- and moderate-income families, reducing the amount of income that can be spent on food, housing, health care, and other necessities.

In recent State Energy Rankings, the U.S. Energy Information Administration data showed Hawai'i leading the nation in "Average Retail Price of Electricity to Ultimate Customers" [November 2013]. Electricity prices for the state were cited as more than twice those of the second-ranked, Connecticut [Source: U.S. Energy Information Administration]. Residents of the City & County of Honolulu continue to experience extremely high average per unit energy costs. As of October 2013, the per unit electricity rate for residential customers on O'ahu was 33.2 cents per kilowatt-hour, according to the Hawaiian Electric Company (HECO). The average annual cost of electricity per household is also high. The Hawai'i State Department of Business, Economic Development and Tourism reported that the average annual residential use for electric utilities on O'ahu in 2012 was 6,749 kWh. Using the current cost of electricity at \$0.332/kWh (plus the monthly standard HECO residential service charge), the typical O'ahu household can expect to pay over \$2400 for electric utilities annually.

D. Target Population

The HCAP RESI program will help income-eligible individuals and households, manage their energy consumption and reduce their utility costs. For the purposes of this initiative, 'income-eligible' will be defined at or below 200% of Federal Poverty Guidelines for Hawai'i (FPGH). Priority for RESI services will be given to the elderly; persons with disabilities; families with young children; residential high energy users; and households with high energy burdens.

Participation in the RESI program will enable HCAP to also provide services for clients who expressed interest in other energy-efficiency programs, but did not qualify for services due to household size or were unable to be served due to lack of resources.

E. Geographic Coverage

HCAP proposes to serve all neighborhoods on the island of O`ahu with particular emphasis on designated Hawaiian Homelands parcels and rural communities. There are five HCAP District Service Centers strategically located throughout the island, located in communities where high concentrations of low-income populations reside. HCAP staff is able to leverage long-standing relationships with key community stakeholders and other partners to conduct outreach and recruit a maximum number of eligible applicants for the RESI program.

II. Service Summary and Outcomes

A. Scope of Work

The services proposed require a fully functional management capacity, program infrastructure, technical capabilities, and outreach network. Utilizing previously proven and established methodologies, processes, and tools, HCAP is prepared to immediately launch services upon contract execution.

HCAP will collect requisite documentation, screen applications for eligibility and appropriate provision of service, accurately assess homes for energy usage, craft individualized action plans that meet each client's specific energy-efficiency needs, and arrange for installation of a range of energy-efficiency and health and safety measures. HCAP will apply its existing knowledge, skills, and technical processes gained from its vast experiences operating other energy-based initiatives.

Services provided by other programs often times rely on simply supplying energy efficient devices as the solution to reducing energy consumption. However, HCAP has learned through experience that families will not experience marked reduction in energy consumption unless there is a distinct change in the behavior and habits of all energy users in the household. To effect such a change, HCAP first addresses the challenge through education. HCAP energy auditors will provide *in-home* energy conservation education during the on-site visit for each home energy audit. The HCAP energy auditor will survey and assess the home to address energy consumption and will make "whole house energy management" recommendations, based on the analysis. The HCAP energy auditor will be able to point out any energy concerns to the household and advise its members on the energy-saving remedies and solutions. The prescribed strategies will be *easy-to implement and low-cost or no-cost*. This approach is unique in that it provides each individual household *site-specific* education and information rather than generic energy tips provided to mass audiences.

In addition to the home energy audit and site specific energy education, HCAP will also perform home health & safety assessments and install eligible households with energy-saving devices and/or appliances. Installation of energy-savings measures may include high-efficiency faucet aerators; high-efficiency showerheads; compact fluorescent light bulbs (CFLs); energy-efficient refrigerators, hybrid electric water heaters or solar water heater systems; in order of cost-effectiveness, as conditions dictate and funding allows. The federally-approved *Priority List for Single-Family Homes, Hawaii* will serve as the guideline for energy-efficient device/appliance replacement.

Subcontractors/vendors will be selected per HCAP procurement requirements to ensure fair competition, cost-effectiveness, expertise in energy-efficiency-based installation, accountability and transparency, as well as meticulous record-keeping.

Outputs & Outcomes

The HCAP proposed program output and outcomes are as follows:

Dwelling Units

<i>Number of dwelling units and households assessed for program eligibility.</i>	42
Number of dwelling units and households qualifying for services.	35
Number of dwelling units reducing energy costs.	35
Number of units receiving energy conservation education	35

*Proposed Measures for Installation**

<ul style="list-style-type: none">• High-efficiency faucet aerators
<ul style="list-style-type: none">• High-efficiency showerheads
<ul style="list-style-type: none">• Compact Fluorescent Light (CFL) bulbs
<ul style="list-style-type: none">• Smart Power Strips
<ul style="list-style-type: none">• Energy-efficient Refrigerators
<ul style="list-style-type: none">• Hybrid Electric Water Heaters or Solar Water Heater systems

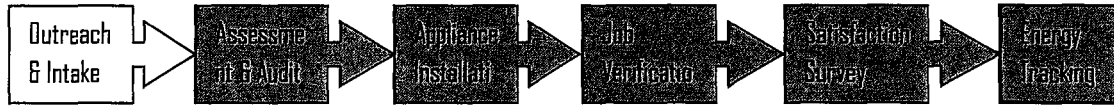
* NOTE:

Actual devices/appliances installed to be determined upon results of home energy audits.

B. Timeline

HCAP has developed a project schedule with duration of 18 months, allowing for at least one year of program services, and an additional 6 months to track program outcomes. By Month 1, HCAP will have procured and selected vendors for the installation of solar water heating systems. By Month 11, HCAP will have recruited and screened for program eligibility, a minimum of 50 applicants. From the contract start date through Month 18, HCAP will conduct home energy audits, coordinate installation of energy-saving measures, conduct quality assurance and safety inspections, administer Client Satisfaction Surveys, and collect data on energy usage and cost savings. As needed, HCAP will utilize Community Services Block Grant (CSBG) or other funds to track program outcomes of households who received their energy-saving devices near the end of the 12 month program service period. This will allow all households to be tracked for 6 months, regardless of when their energy-saving measures were installed.

a. Outreach and Intake



Outreach and intake will begin immediately on the project start date and continue through Month 12.

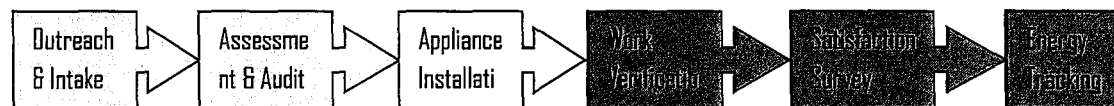
b. Dwelling Unit Assessment and Energy Audit



Once an applicant is deemed program-eligible, the staff and client will work together to develop an action plan for the household, which includes a comprehensive home energy audit and health and safety review. The Technical Projects Coordinator or trained Community Worker will then visit the approved home to conduct the home energy audit to determine energy usage and habits of residents and inspect and measure the condition and efficiency of appliances. The staff auditor will estimate savings of energy efficiency measures based on savings-to-investment ratios (SIR) and calculations of energy savings. To calculate SIR, the Technical Projects Coordinator will use the methodology and procedures set forth in the Code of Federal Regulations for Federal Energy Management and Planning Programs.

Assessment and energy audits will be performed from Month 1 through Month 12.

c. Installation of Energy Efficiency Measures

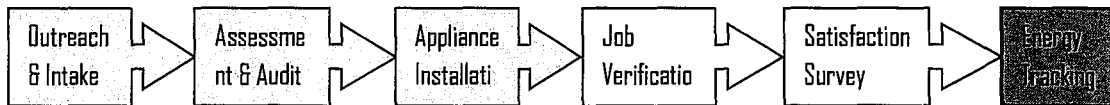


After a client has reviewed and accepted or denied each of the recommended measures, staff will coordinate installation of the devices and appliances indicated for that home. Installation of energy devices in approved households will begin immediately following selection of respective vendors. Services will include installation of energy efficiency measures including low-flow showerheads (fixed position and handheld), low-flow faucet aerators, compact fluorescent light bulbs (CFLs), solar water heaters, hybrid electric water heaters, smart power strips, and/or energy-efficient refrigerators, as conditions dictate and funding allows.

Before, during, and after the installation process, household members will receive training and instruction about proper maintenance and use of energy-saving devices. Included with the energy education are free copies of the informative publications: 1) *Power to Save: An Energy Conservation Guide for Your Home*; 2) *101 Ways to Save*; 3) *Energy Tips & Choices*; 4) *Guide to Emergency Preparedness*; and 5) *EPA Renovate Right* (specifically for older homes with potential lead paint issues). In addition to the aforementioned materials, participants will also receive dwelling-specific tips and advice from the Technical Projects Coordinator, Technical Aide and/or Community Worker.

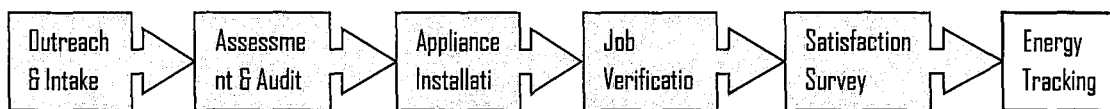
Installation will begin at Month 2 and continue through Month 12, as needed.

d. Verification of Work and Client Satisfaction



After energy efficiency measures are installed, the Technical Projects Coordinator to verify that the devices were satisfactorily installed in accordance with applicable guidelines and expectations. A building report form will detail exactly what services were provided, dates of service, and the amount of time HCAP spent providing said services. In addition, HCAP will assess client satisfaction with energy management services received through a written survey, which will be mailed to every household.

e. Tracking Energy Usage and Savings



Post-installation monitoring will be conducted as part of the HCAP quality assurance and evaluation procedures. Client households will be monitored to assess realized energy and cost savings. Savings will be calculated using energy assessment metrics and efficiency-monitoring systems. To track energy usage and savings at will, HCAP will submit a client-signed utility release form to HECO so as to obtain copies of the client's HECO billing statements post-installation.

Tracking will occur for 6 months, post-installation

C. Quality Assurance and Evaluation Plan

The following Quality Assurance Plan is tailored specifically to ensure quality services and outcomes at the client, program process, and organizational levels. The quality assurance approaches described below are already operational and have been used in the implementation of energy-efficient programs.

RESIDENTIAL ENERGY SOLUTIONS INITIATIVE HCAP QUALITY ASSURANCE PLAN

<u>End-User Level (client-based):</u>		
Area	Approach	Tools & Methodology
Services to Client	Will monitor intake and application process to determine <i>ease of process and clarity of benefits</i> ;	Ongoing solicitation of qualitative participant feedback by HCAP field staff, input used to enhance service delivery;
	Will monitor energy conservation curriculum material and delivery for <i>timeliness, relevance, helpfulness, and comprehensibility</i> ;	
	Will monitor audit and installation procedures for <i>scheduling, convenience, customer satisfaction, and comprehensiveness</i> ;	Notification of service delivery in writing to verify number and type of energy-saving measures being installed;
	Will monitor installation procedure for <i>scheduling convenience, and customer satisfaction</i> with vendor work and instruction on device operation, maintenance, and warranties;	Client verification of satisfactory receipt and completed installation of whole-house weatherization measures in line with client notification;
	Will monitor HCAP field staff for <i>efficiency, competency, courtesy, and respectfulness</i> , in service delivery.	Administer and collect Client Satisfaction Surveys.

RESIDENTIAL ENERGY SOLUTIONS INITIATIVE HCAP QUALITY ASSURANCE PLAN

<u>Project Level (process-based):</u>		
Area	Approach	Tools & Methodology
Program Process	Will ensure that all required client data, supporting documentation, and applicable release forms are properly collected during intake and application process;	Computerized database intake and application process with pre-populated fields;
	Will ensure that intake an application process is conducted <i>consistently</i> at all District Service Centers;	Technical Projects Coordinator reviews applications for completeness and accuracy with oversight by the Director of Community Services;
	Will establish and follow internal timelines for timely review of applications, notifications of eligibility, scheduling of home energy audits, administering of energy conservation education, notification of device allocation, installation of devices, and post-installation inspections to verify quality of installations and client receipt of energy-saving measures;	Ongoing staff training on energy-efficient processes and procedures;
	Will ensure <i>timely</i> performance of pre-installation inspection and installation services;	Periodic computer-generated reports on individual and collective status of pending and active applications;
	Will ensure quality installation and verification of all energy-saving measures. Will monitor HCAP program staff to ensure <i>timely</i> provision of client information to federal and state funders and approved program partners.	Post-installation inspection and verification of installed energy-efficiency measures by qualified technician.

RESIDENTIAL ENERGY SOLUTIONS INITIATIVE HCAP QUALITY ASSURANCE PLAN

<u>Organization-level:</u>		
Area	Approach	Tools & Methodology
Administrative & Fiscal Operations	<p>Will collect all required client, outcome, and financial data and submit program and fiscal reports in formats and frequencies stipulated by OCS and/or U.S. DOE;</p> <p>Will ensure that program expenditures are compliant with federal and state cost principle requirements;</p> <p>Will track collective projected annual outcomes in monthly, quarterly, and annual frequencies or as otherwise specified by funding agency(s).</p> <p>Will abide by applicable health, safety, and civil rights-related laws and regulations;</p> <p>Will continuously evaluate and review ongoing processes and incorporate findings into program improvement/refinement.</p>	<p>Checklist of program and fiscal requirements reviewed and approved by OCS;</p> <p>Provide monthly and quarterly written reports to OCS;</p> <p>Fiscal accounting software program with capacity to account for program-specific requirements (MIP-Sage Software);</p> <p>Program software capable of collecting and running individualized reports based on client characteristics or services/energy-efficiency measures provided;</p> <p>HCAP policies and procedures assuring safe and healthy workplace, and non-discrimination policies.</p>

The following Evaluation Plan will effectively measure, monitor, and evaluate program performance. The plan utilizes various quantitative and qualitative measures, including the administration of a Client Satisfaction Survey. The Evaluation Plan is tailored specifically to track and evaluate program performance and to timely detect and resolve program problems.

RESIDENTIAL ENERGY SOLUTIONS INITIATIVE HCAP EVALUATION PLAN

Service Activity	Evaluative Methodology	Frequency	Staff Responsibility
Outreach, Screening, Intake, and Individualized Action Plan	<p>Compare number of installations actually completed versus projected (by week, month, and cumulative to date). If under projected amount, assess field staff feedback for possible reasons: inadequate outreach; lack of requisite documentation; failure to meet income guidelines; difficulty of application forms and/or process, etc.</p> <p>Assess breakdown by District Services Center locations to determine whether/where targeted outreach may be warranted.</p>	Weekly	Technical Projects Coordinator, with oversight by Director of Community Services
Effectiveness of energy conservation education by individual and/group instruction	Obtain count of number of education sessions by individual and group settings. Assess effectiveness of curriculum via perceived savings on Client Satisfaction Survey. If savings are not evident, consult with clients about habits and HECO or other energy education organizations for input on possible improvements.	Ongoing	Technical Projects Coordinator, with oversight by Director of Community Services
Home Energy Audit Process, SIR, Estimated Savings, Client Notification of Services, and of Installation	Compare actual to projected installations (by week, month, and cumulative to date). Determine number of applications approved for installation of energy-efficiency measures (in pipeline) relative to installations begun, but not completed and installations completed. Determine average time between completion of installations and post-installation inspections. Assess qualitative client feedback on process.	Monthly	Technical Projects Coordinator, with oversight by Director of Community Services

**RESIDENTIAL ENERGY SOLUTIONS INITIATIVE
 HCAP EVALUATION PLAN
 (continued)**

Service Activity	Evaluative Methodology	Frequency	Staff Responsibility
<p>Installations by energy-efficiency measure:</p> <ul style="list-style-type: none"> ➤ High-efficiency Showerheads (fixed position and handheld) ➤ High-efficiency Faucet Aerators ➤ Compact Fluorescent Light Bulbs (CFLs) ➤ Solar Water Heaters or Hybrid Heat Pump Water Heaters ➤ Refrigerator Replacements 	<p>Compare actual to projected number of applications approved, relative to installations begun but not completed, and installations completed (by week, month, and cumulative to date).</p> <p>Track average time from authorization to install, and completed installation. Track actual installation time.</p> <p>Track average time between completion of installation and post-installation inspection.</p> <p>Assess client satisfaction of installation process.</p>	<p align="center">Monthly</p>	<p>Technical Projects Coordinator, with oversight by Director of Community Services</p>
<p>Verification of Installation Services</p>	<p>Determine whether or not client received all expected energy-efficiency measures.</p> <p>Collect signed statement from client verifying satisfactory receipt and completed installation of energy-efficiency measures; and amount of time spent on audit and installation services.</p> <p>Visually verify quality installation of energy-efficiency measures.</p>	<p>Upon completion of installation of all energy-efficiency measures</p>	<p>Technical Projects Coordinator, with oversight by Director of Community Services</p>
<p>Evaluate program performance from client perspective</p>	<p>Administer Client Satisfaction Survey, review qualitative client feedback on efficiency, quality, and ease of process.</p>	<p>Upon completion of installation of all energy-efficiency measures</p>	<p>Client and Technical Projects Coordinator with oversight by Director of Community Services</p>

D. Measures of Effectiveness

The key performance measure for the program will be reduced energy consumption (measured in kilowatt-hours per month) in low-to-moderate income households. HCAP considers energy consumption to be the clearest indicator of project success. If a household can reduce its use through better energy usage habits and the installation of energy efficient devices and appliances, they will see a marked reduction in kWh per month. Cost savings has to account for inflation in utility rates. As the cost of electricity continues to rise on O`ahu, households may not see a marked reduction in monthly costs; however, the program will be successful in reducing energy consumption in its target communities.

Post-installation monitoring will be conducted as part of the HCAP quality assurance and evaluation procedures. Client households will be monitored to assess realized energy and cost savings. Savings will be calculated using energy assessment metrics and efficiency-monitoring systems. To track energy usage and savings at will, HCAP will submit a client-signed utility release form to HECO so as to obtain copies of the client's HECO billing statements post-installation.

Based upon the Department of Energy's programmatic and technical requirements as administered by the State of Hawai'i Office of Community Services (OCS), HCAP has developed a comprehensive, computer-based intake and application system that collects and tracks client data from intake to post-installation monitoring. This system enables HCAP to gather, collate, and report all necessary client information and metrics required by federal and state funding agencies in a timely and accurate manner. It also allows for up-to-date internal monitoring and evaluation of program accomplishments.

Documentation will include client application forms, written notification of service delivery to verify number and type of energy-saving measures being installed, client verification of satisfactory receipt and completed installation of whole-house energy management measures. HCAP also administers a written Client Satisfaction Survey to every program participant. Program staff will review the completed surveys and respond to client feedback on efficiency, quality, and ease of process, as well as savings on energy costs.

Program accomplishments will be monitored internally by the Technical Projects Coordinator, Director of Community Services, Director of Planning, Program Development, and Communication, Director of Finance, and Executive Director. Findings will be reviewed by the Board of Directors' Program, Planning, and Evaluation Committee, the Finance Committee, and the HCAP Board of Directors.

III. Financial

A. Budget

The total requested Grant-In-Aid funds is \$227,130. A budget detailing the cost of the request is attached utilizing the requisite budget forms as applicable. See Attachment 1 for estimated units and costs.

B. Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$56,783	\$56,783	\$56,782	\$56,782	\$227,130

C. Funding Sources

In addition to this Grant-In-Aid, the Residential Energy Solutions Initiative will be seeking funds from the U.S. Department of Energy Weatherization Assistance Program.

D. State & Federal Tax Credits Granted

Not Applicable

E. Unrestricted Current Assets

\$870,149

IV. Experience and Capability

A. Necessary Skills and Experience

HCAP already has a fully-developed energy solutions program with over 30 years of experience providing energy-efficiency initiatives on O`ahu, and 48 years of experience providing economic development and support services to help low-income individuals and families achieve self-reliance. In its last program year, HCAP served over 18,000 low-income individuals and families through its community services, weatherization, education, youth services, housing, employment, emergency assistance, and community advocacy programs. Over 600 Oahu households have received some form of weatherization assistance from HCAP since 2009.

The HCAP District Service Centers are equipped with the necessary technical infrastructure to facilitate the agency's specially designed, computerized energy assistance application process. HCAP staff also has the necessary equipment and skills to conduct intakes in the field, and can accommodate those who require remote assistance. Through years of experience working in the field, the staff has developed expertise not only in the provision of weatherization services, but also in dealing effectively and respectfully with low-income target populations. HCAP staff have been formally trained in effective case management and counseling skills, and can offer RESI applicants access to a full range of human services aligned with an 'energy management' approach to service delivery. HCAP operates a wide range of other community-based programs, including the largest Head Start preschool program in the state, which will expand the scope of services available for RESI clients.

HCAP possesses the technical expertise necessary to fulfill the programmatic and fiscal requirements of the RESI program. Specifically, HCAP has on staff individuals familiar with and knowledgeable about the United States Department of Energy (DOE) guidelines for weatherization and energy-efficiency, as well as strong working knowledge of data collection and reporting systems. During the past two program years, HCAP staff from the District Service Centers, Fiscal Department, Weatherization Team, and Executive Management Team underwent extensive training in relation to weatherization, program administration, and program eligibility requirements. Staff is knowledgeable about the most current energy-efficiency guidelines and has developed a timely screening process that expedites services to qualified applicants. The HCAP Fiscal Department is experienced and well-versed with accounting and fiscal reporting requirements for federal, state, county, and private funders of energy-efficiency programs varying in size and complexity, from the \$49,000 WAP to the \$1.28 million WAP-ARRA.

B. Facilities

HCAP will use its Main Office, located at 33 S. King Street, Suite 300, Honolulu, Hawai'i for RESI administrative functions. The Main Office is roughly 4,000 square feet in size, on The Bus line, and is compliant with the Americans with Disabilities Act (ADA) requirements

and all applicable building, zone and fire health standards. There is on-site parking with additional parking on the street and in nearby municipal and private parking garages.

HCAP will also use its five District Service Centers for client intakes and application processing. The District Service Centers provide coverage to all geographic areas on O`ahu. The following is a list of addresses and respective regions included in their geographic services area:

- Leeward District Service Center, 85-555 Farrington Highway, Waianae
(Covers Waianae, Maili, Nanakuli, Makaha, and Makakilo)
- Windward District Service Center, 47-232 Waihee Road., Kaneohe
(Covers Sunset, Kaneohe, Waimanalo, Makapuu, Kailua, Kahalu`u, Hauula, Kahuku)
- Leahi District Service Center, 1915 Palolo Avenue, Honolulu
(Covers Manoa, Leahi, Kaimuki, Hawai`i Kai, Aina Haina, Diamond Head, Waikiki, Makiki, McCully, Kakaako, Punchbowl, Palolo)
- Central District Service Center, 99-102 Kalalua Street, Aiea
(Aliamanu, Halawa, Aiea, Pearl City, Waialua, Ewa, Wahiawa, Kapolei, Mililani, Waipahu, Waimalu)
- Kalihi-Palama District Service Center, 1555 Haka Drive, Honolulu
(Salt Lake, Moanalua, Kalihi, Downtown, Iwilei, Nuuanu, Kalihi-Palama, Liliha)

All of the HCAP facilities described above are adequately equipped with the latest technology and physical infrastructure to support all RESI program activities. These include office-space, broadband Internet access, advanced office technology such as desktops and laptop computers, multi-line phone-systems, digital scanners, copiers, printers, and telecommunications systems.

Finally, when necessary and appropriate, the RESI staff will have access to the HCAP mobile intake and application unit. Originally developed to accommodate the HCAP elderly clientele and persons with disabilities, the mobile intake and application units are comprised of laptop computers, loaded with writable program application forms, and all-in-one portable scanner printer/fax machines that can be brought directly to a potential applicant's home. For RESI purposes, mobile units can also be utilized for off-site recruiting and intake opportunities at partner agency sites or community events.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

HCAP currently has in place a full team of executive and administrative support staff who will perform all management, fiscal, information technology, and human resources functions for the program. The majority of program services will be provided by the Technical Projects Coordinator and Community Workers. Direct administrative support and supervision will be provided by the Director of Community Services.

The Residential Energy Solutions Initiative at HCAP will be managed by Bob Dahilig, Technical Projects Coordinator, with oversight by the Director of Community Services and the Executive Director. In addition, the agency will utilize its full staffing in the field at its five District Service Centers, funded by the Community Services Block Grant and additional state contracts. The staff at these five locations will provide full coverage of the island of O`ahu, and will assist the Technical Projects Coordinator with outreach, recruitment, energy audits, and delivery of services.

The Technical Projects Coordinator, with assistance from specially trained Community Workers, will be responsible for conducting comprehensive home energy audits; interpreting audit data and savings calculations to determine the scope of energy-efficiency measures to be installed; overseeing installation of energy saving measures; educating clients on energy conservation methods; evaluating home energy audit data; developing job order reports; gathering compliance data in line with program requirements and performing monitoring of completed units to ensure high quality of work.

The Technical Projects Coordinator, with assistance from the HCAP fiscal and administrative staff, will also be responsible for coordinating staff, program partner, and third-party vendor efforts to ensure that a maximum number of clients are served within the allowable program timeframe and budget. He will be responsible for conducting outreach and generating partnerships; monitoring outcomes to ensure compliance with program standards; maintaining client case files and program records; and collecting and analyzing program metrics to provide accurate reports on program progress and to communicate specific outcomes.

Bob Dahilig, Technical Projects Coordinator, currently manages all technical aspects of the HCAP weatherization and energy-efficiency initiatives. He has extensive experience conducting comprehensive home energy audits; interpreting audit data and savings calculations to determine scope of energy-efficiency measures; overseeing installation of energy saving devices; and providing energy conservation education to clients. Mr. Dahilig has more than 20 years of work experience in installing requisite biomedical equipment for residential applications. His previous tasks included extensive field work and home site visits to assess technical viability for installation of energy-saving devices, as well as conducting installations himself. To accommodate the needs of warm-weather energy-efficiency initiatives, Mr. Dahilig has used his previous experience as a business analyst to determine program requirements and to

further adapt, refine, automate, and analyze the home energy audit process to better suit the needs and circumstances of target populations. Mr. Dahilig has professional certificates in Electricity/Electronics and Data Systems from the United States Navy and holds multiple certifications as a Health & Safety Technician, Home Energy Efficiency Auditor, and EPA Lead Renovator. Mr. Dahilig successfully completed the Home Energy Auditor program from the Energy Audit Institute; Montana Weatherization Training Program's Lead Safe Weatherization course; the 10-Hour OSHA Outreach Training Course for General Industry; and the 2010 Pacific Regional Weatherization Training. He has also received training from the Energy Logic Academy in the Home Energy Rating System (HERS) program.

Robert Naniole, Director of Community Services, will be responsible for supervising the RESI staff and general program operations. Mr. Naniole's experience includes service as a direct provider to low-income O'ahu residents, administration of programs and staff supervision, and work with energy-efficiency initiatives at the State and agency levels. He is extremely knowledgeable about working with low-income populations and has developed culturally-responsive programs to assist particular areas of need for the local community.

Corinne Murashige, Director of Finance, and the HCAP fiscal staff are responsible for coordinating and managing fiscal operations, accounting, and financial reporting for all of The HCAP energy-efficiency programs. Ms. Murashige and her fiscal team are experienced and knowledgeable about fiscal controls, procurement procedures, and reporting requirements for large state, local, and private grants. Ms. Murashige is a CPA with an active license, and has a Master's degree in Business Administration from the University of Hawai'i at Manoa. She has worked in the non-profit sector for over 20 years.

Community Workers, in each of the HCAP five District Service Centers will assist the Technical Projects Coordinator in all phases of the energy-efficiency process, from outreach and intake to audit and installation. Selected staff members have been trained as Home Energy Auditors and have field experience through previous energy-based programs. With their direct ties to priority populations through their case management and support services at the district centers, these staff are well positioned to recruit and assist individuals and households most in need. The HCAP Community Workers will also be instrumental in establishing and fostering key relationships with program partners.

Additional staff members who will provide oversight and technical support to the Residential Energy Solutions Initiative are as follows:

Tom Tsuha, Director of Information Technology, has led the HCAP IT department for close to ten years. He is able to support any and all technical needs of RESI, including computer hardware and software installations and operation, audiovisual learning technologies, including distance learning and smart board technology, and client tracking software systems. He is an A+ Certified Computer Technician and a Microsoft Windows NT, Windows Server 2000, 2003, 2008 and Exchange Server 2003 and 2007. He is also proficient in other Microsoft products which include all Windows operating systems and Microsoft Office Software. Mr. Tsuha received and Associate's Degree in Computer, Electronics and Networking Technology from

Honolulu Community College and a Bachelor's in Civil Engineering from the University of Hawai'i at Manoa.

Michael Hane, Director of Planning, Program Development & Communications, spent 17 years working at OCS where he served as the agency's Fiscal Officer and Program Administrator. Additionally, Mr. Hane acted as a program supervisor, administering both state and federal human service programs, including the Weatherization Assistance Program. Mr. Hane has a Bachelor's of Business Administration in Accounting and Finance from the University of Hawai'i at Manoa and has public accounting experience with KPMG Peat Marwick.

Robert N.E. Piper, Esq., MBA, Executive Director, brings a wealth of executive and professional experience to his leadership role overseeing HCAP and the agency's \$28 million annual budget. Mr. Piper has served the State of Hawai'i as Deputy Director of the State Department of Budget and Finance and Chief of Staff in the Office of the Lieutenant Governor. Prior to his government service, Mr. Piper worked as a Business Attorney specializing in litigation and commercial transactions, and as a Business Banker in Honolulu. He served as Chair of the HCAP Board of Directors and as an HCAP Board Member for many years. He has also served on boards for the Hawai'i Community Development Authority, the High Technology Development Corporation, and the Native Hawaiian Chamber of Commerce. Currently, Mr. Piper is on the Board of Directors of PHOCUSED, a nonprofit, nonpartisan organization that advocates for responsible and effective health and human service policy statewide. Additionally, Mr. Piper is a graduate of the Harry and Jeanette Weinberg Fellows program. Mr. Piper's executive, legal, business, and financial expertise and his years of experience in community service will be instrumental in ensuring ongoing oversight and successful implementation of this project.

As part of any effective grant and contract administration, all staff including Directors, District Managers, Community Workers and other support staff, undergo training and orientation on performance involving both fiscal and program matters. HCAP has further ensured that pertinent training was provided to all RESI support staff regarding such topics as screening; eligibility and verification of clients; service documentation; outreach and program dissemination; performance standards and compliance requirements; reporting systems; timeline; goals; objectives and strategies; and other areas relevant to ensuring the delivery of quality energy-efficiency services to low-income households.

HCAP will not utilize volunteers for this program.

B. Organization Charts

Two charts are provided on the pages 23-24 to describe the organizational structure of the HCAP agency and RESI program respectively.

Honolulu Community Action Program (HCAP) Organizational Chart: This chart highlights placement of all HCAP programs, administration and governance. The organization chart shows clearly the strong support functions that HCAP would offer the RESI program. It also shows the myriad of programs HCAP offers and how RESI participants can easily avail themselves to a range of quality services and assistance within the agency itself. The chart also reflects the strong oversight and direction provided by HCAP's Executive Director and Board of Directors to ensure program success.

HCAP Residential Energy Solutions Initiative Staffing Chart: This chart highlights the positions involved with program administration, management, service delivery, and output/outcome reporting. The chart shows the intended core RESI staff supervised by the Director of Community Services and Director of Finance with oversight by the Executive Director and Board of Directors. The chart also displays the strong and extensive support and participation of HCAP field staff located in HCAP's five District Service Centers.

C. Compensation

██████████, Executive Director	\$110,592
██████████ Head Start Director	\$85,572
██████████, Director of Planning, Program Development & Communications	\$79,260

VI. Other

A. Litigation

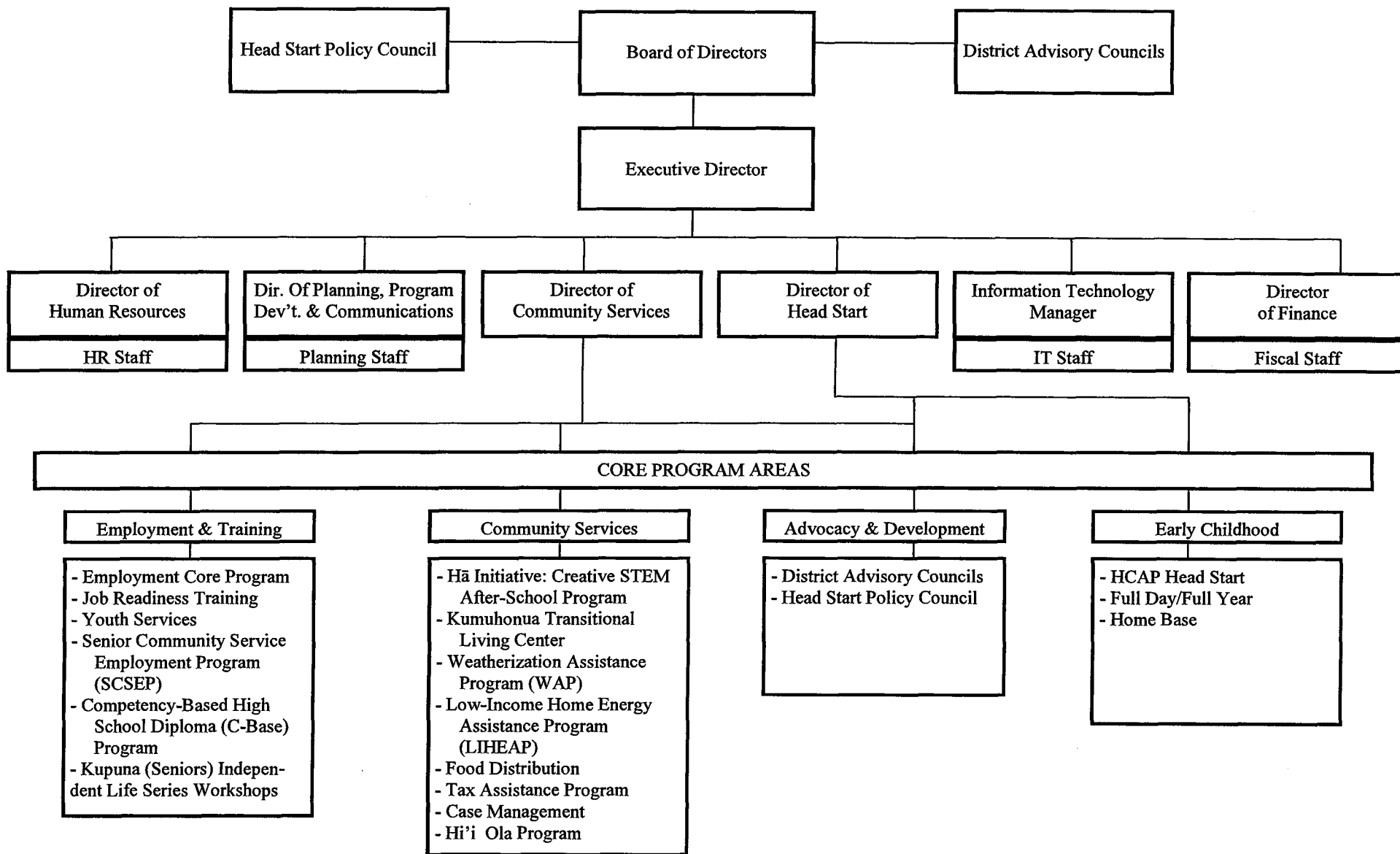
Honolulu Community Action Program, Inc. has no pending litigation or outstanding judgments.

B. Licensure or Accreditation

Not Applicable

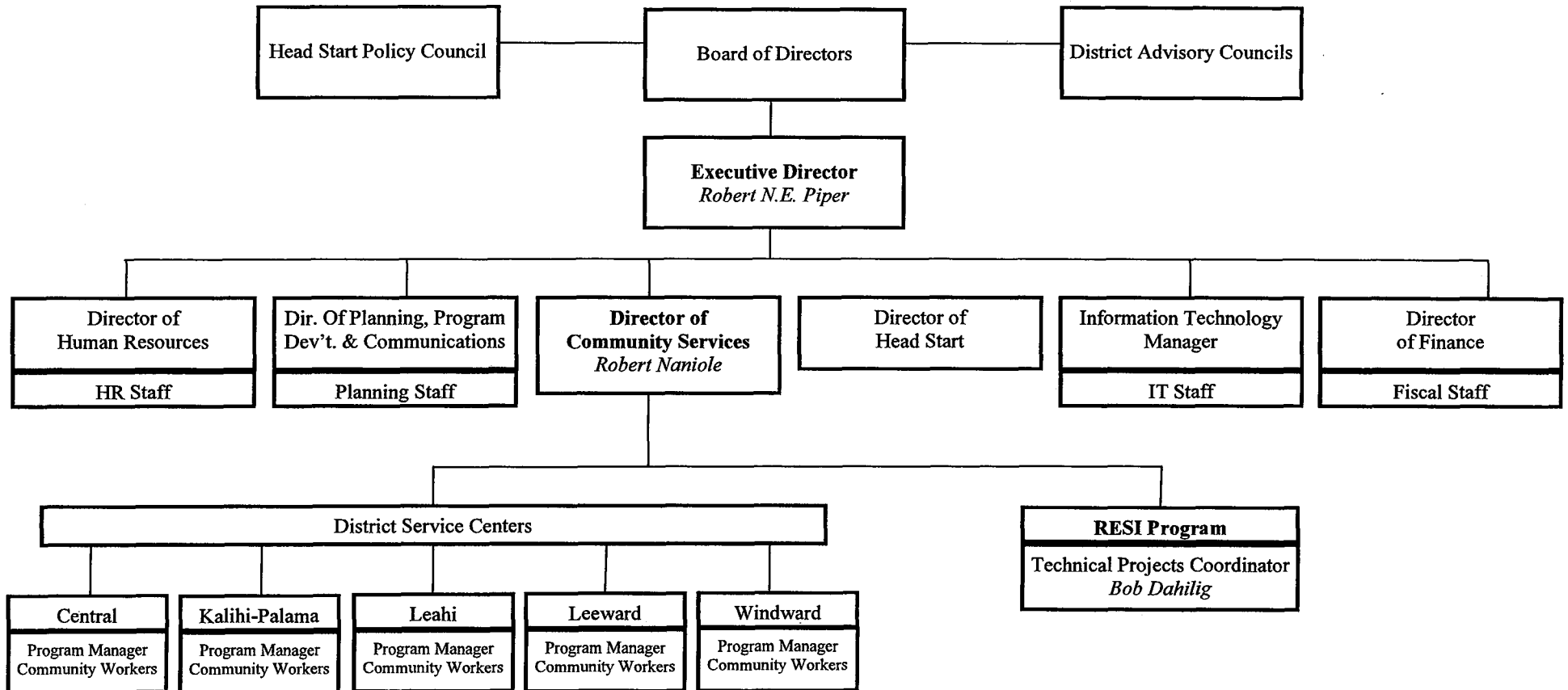


Honolulu Community Action Program, Inc.
Organizational Chart





Honolulu Community Action Program, Inc.
Residential Energy Solutions Initiative Program Chart



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: HONOLULU COMMUNITY ACTION PROGRAM, INC.

BUDGET CATEGORIES	Total State Funds Requested			
	(a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	48,792			
2. Payroll Taxes & Assessments	6,906			
3. Fringe Benefits	8,285			
TOTAL PERSONNEL COST	63,983			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage	800			
11. Postage, Freight & Delivery	100			
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training/T & TA	4,000			
15. Substance/Per Diem				
16. Supplies	250			
17. Telecommunication				
18. Transportation				
19. Utilities				
20. Material & Labor	135,285			
22. Health and Safety				
23. Administrative cost	22,712			
TOTAL OTHER CURRENT EXPENSES	163,147			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	227,130			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	227,130	Kim Nguyen	808-521-4531	
(b)				
(c)				
TOTAL BUDGET	227,130	Robert N.E. Piper, Esq., Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HONOLULU COMMUNITY ACTION PROGRAM, INC. Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: HONOLULU COMMUNITY ACTION PROGRAM, INC.

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
Not Applicable						

Attachment 1
HCAP Residential Energy Solutions Initiative (RESI)
Proposed Device/Appliance Distribution

		Estimated Units per Dwelling	Total Units		Cost Each	Ext. Cost
<i>Dwellings served</i>			35			
High-efficiency faucet aerators	Kitchen	1	35	@	\$ 3	\$ 105
	Bath	2	70	@	\$ 2	\$ 140
High-efficiency Showerheads	Fixed	2	70	@	\$ 5	\$ 350
	Hand-held	2	70	@	\$ 15	\$ 1,050
CFLs	13W	8	280	@	\$ 3	\$ 840
Smart Power Strips	Product + shipping	2	70	@	\$ 40	\$ 2,800
Energy Efficient Refrigerators	Labor & Equip	-	12	@	\$ 1,000	\$ 12,000
Solar Water Heater Systems	Labor & Equip	-	12	@	\$ 6,000	\$ 72,000
Hybrid Electric Water Heaters	Labor & Equip	-	23	@	\$ 2,000	\$ 46,000
						\$ 135,285

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Honolulu Community Action Program, Inc.
(Name of Applicant or Organization)

January 29, 2014
(Date)

Robert N.E. Piper, Esq.
(Typed Name)

Executive Director
(Title)