

Attachment A.

Hawaii Energy Test Lab

RDP Solar Water Heating System Technician Program Report First Quarter 2006

April 5, 2006

The goals for the first quarter of 2006 were to:

- Continue training interns on how to write plans and procedures
- Continue having interns assist in setting up and performing tests
- Train interns on how to write reports
- Train interns in lab and field testing
- Create a weekly intern training class
- Continue to expand the website
- Expand "Take the Mystery out of Solar" classes to other locations in the county
- Teach an evening class at MCC on "Solar Operations & Maintenance" which includes troubleshooting.

All goals were met.

The first quarter of 2006 saw the office and website, <http://www.hawaiirdp.org/hetl/>, blossom as well as the continued training of 5 technicians to write plans, procedures, perform tests and write reports. Two plans and procedures were written and reviewed by the Advisory Group Technical Committee (experts from Hawaii and the mainland). Three tests and one investigation were performed and three reports are in the works. "Take the Mystery out of Solar" classes are scheduled to start in June and be taught with intern assistance once a month for 6 months in four different locations on the island. A total of 23 students consisting of plumbers, maintenance professionals and homeowners attended the two VITEC "Solar Operations & Maintenance" classes. Two interns used the field monitoring equipment to monitor the solar hot water system for a Maui Community College dorm and verify that it is performing correctly.

The goals for the next quarter are to:

- Continue training interns on how to write plans, procedures and reports
- Continue having interns assist in setting up and performing tests
- Do more field testing with the interns
- Extend the intern training class to two times per week
- Continue to expand and upgrade the website
- Continue to teach an evening class at MCC on solar operations & maintenance
- Continue teaching "Take the Mystery out of Solar" classes

MECO provided funding for the technical equipment and the HETL director who provided technical direction and intern training.

Report prepared by: Teri Mister, Manager

Approved by: William Bennett, Director

Attachment B

RURAL DEVELOPMENT PROJECT FINAL REPORT

PROJECT INFORMATION

Program Grant #:

Project Title:

Funding Amount:

Project Implementation Date:

Project End Date:

Date of Final Report:

Section A

PROJECT ACTIVITIES

1. GOALS

List Project Goals detailed in Grant.

2. OBJECTIVES

List Project objectives detailed in Grant.

Provide a summary of how the Project's goal and objectives have been met. If the objectives have not been met, please explain why.

IMPLEMENTATION METHODS

What methods were used to implement the Project?

4. ACTIVITIES

Explain Project activities over the life of the Project.

5. CHALLENGES

Explain challenges encountered and how they were addressed and their impact on the Project.
(Write none if no challenges encountered)

6. PARTNERS

List all project partners.

What were the roles and contributions of partners?

Section B

ABOUT THE COMPLETED PROJECT

7. CHANGES

If the Project varied from what the Project that was proposed in the grant application, explain how and why the Project changed.

How did the public benefit from this Project?

What were the outcomes of the Project and how do you measure its success?

8. LESSONS LEARNED

What were the lessons learned through the Project?

What advice, tips, products, and tools of interest do you have for the DOL?

9. ADDITIONAL IMPACT

Please comment on any other significant impact this funding has had.

Section C

CONCLUSION AND RECOMMENDATION

Section D	Property Inventory Information
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ITEM	COST	LOCATION	CONDITION
EXPAND TABLE IF	NECESSARY		

 Person Assigned Responsibility for Property

Section E	Program Income Information
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Program income must comply with US DOL guidelines. Detail the Procedures in place to assure compliance with these requirements and state the amounts of program income generated as a direct result of RDP support.

Section F	REPORT IDENTIFICATION INFORMATION
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Date	Program Title
Name of Person completing form (Print)	
Title of Person completing form	

 Signature of Person completing form

 Date

Insert any ad copies or other award documents

SAMPLE

Attachment C



Maui Community College
University of Hawai'i Center, Maui
UNIVERSITY OF HAWAI'I

To: _____, Project Manager
Address _____

Date _____

Aloha _____ ,

This is to notify you that your program, **xxxxxxxxxxxxxxxxxxxx**, funded by RDP is considered complete as of _____. Your program is required to comply with the following terms:

1. **Final Report.** Your Final Report is accepted and will be included in our reports to the U.S. Department of Labor.
2. **Use of Equipment Acquired with RDP Funds.** Your program shall use the property acquired with federal funds in the project or program proposed in the grant for as long as needed for the purposes specified in your program agreement. If equipment is no longer needed for the original project or program, equipment shall be returned to RDP.
5. **Title to Supplies and Other Expendable Property.** If there is a residual inventory of unused supplies exceeding \$5000 upon the termination and completion of the project or program, supplies and property shall be returned to RDP or RDP shall be compensated for the unused supplies if they exceed \$5000.
2. **Access to Records.** RDP and/or its auditor shall have access to and the right to inspect or audit any books, documents, papers and records related to your program.
3. **Records Retention.** This project was funded under U.S. Department of Labor, ETA Award No. _____. Other projects are being funded under this agreement and the exact date of closeout, which begins the retention period is unknown at this time. **RDP will advise you in writing of the start date for the Record Retention Period.** You are required to keep all financial records, supporting documents, statistical records and all other records pertinent to RDP funding for three (3) years from the date of ETA Award No. _____ closeout. Exceptions:

- If any litigation, claim or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- Records for real property and equipment acquired with Federal funds shall be retained for three years after final disposition of the property.

Please **sign and return** the attached Acknowledgement Form verifying that you have received and understand the terms of the Program Closeout Notice.

If you have any questions regarding requirements outlined in this letter, please contact _____, _____ Island Project Director, at (808)_____..

Sincerely,

John Dunnicliffe
RDP Statewide Coordinator

CC: Clyde Sakamoto, Principal Investigator

Attachment

ACKNOWLEDGEMENT FORM

I, the undersigned, have received the RDP Program Closeout Notice and understand that our program is required to comply with the provisions of the notice.

Lynn Araki-Regan,
Economic Development Coordinator
County of Maui
Office of Economic Development

Date