

**DEPARTMENT OF ECONOMIC OPPORTUNITY
WEATHERIZATION ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

INTRODUCTION AND OVERVIEW

Intent of Application

The Florida Department of Economic Opportunity (DEO) is seeking a Community Action Agency or other public or nonprofit entity to be designated as an eligible provider subrecipient to administer the U.S. Department of Energy (DOE) sponsored Weatherization Assistance Program (WAP) in Orange County, FL.

The Weatherization Assistance Program

Florida’s WAP is funded through the U.S. DOE and the Low-Income Home Energy Assistance Program (LIHEAP). The program provides housing improvements that increase energy efficiency in income-eligible single family or multi-family dwellings, including manufactured homes. Funding is administered under DOE guidelines.

To qualify for weatherization, households’ income must be at or below 200 percent of the federal poverty level. Priority is given to at-risk households, which include elderly persons, persons with disabilities, families with children under the age of 12 and households with high residential energy usage or a high energy burden. If anyone living in the household has received cash assistance payments under Title IV or XVI of the Social Security Act at any time in the last 12 months, the household automatically qualifies.

Funding issued through the Weatherization Assistance Program is designated to benefit all 67 counties in the state of Florida. Funds are allocated on a county-by-county basis.

Qualified Applicants

A Qualified Applicant (applicant) is a Community Action Agency or other public or nonprofit entity capable of administering weatherization services within the Florida WAP network, as required by federal guidelines 10 CFR §440. Applicants may utilize an acceptable contractor and/or crew-based model to install weatherization measures.

Funding

Program Year 2020 WAP projected funding amounts to be allocated are as follows:

Service Area	Allocation
Orange County	\$ 603,386.00
TOTAL	\$ 603,386.00

Funds will be made available as soon as a contract is executed between DEO and the subrecipient(s). Funds will cover the work period from the date of the contract execution until the expiration date.

All funds awarded under this application must be expended through the contract expiration date with the opportunity for renewal for additional one-year periods. The renewal option is based on successful completion of all required units, having expended at least 95% of all awarded funds and satisfactorily performed under the existing contract.

Number of Possible Subrecipients

DEO will award one contract to cover the total service area through this application.

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Contract Duration

The initial contract for available funds will terminate on the contract expiration date. Due to the high technical investment and expertise required to operate the grants, subrecipients are generally continued from year to year with additional funding, provided that the program is administered appropriately.

Application Timeline

Applicants will follow the time frame below:

EVENT	DATE	TIME
Requests for applications issued	March 18, 2020	
Deadline for written questions and clarification	March 25, 2020	5:00 p.m. EST
Deadline for DEO responses to written questions	April 1, 2020	5:00 p.m. EST
Deadline for application submittal	April 8, 2020	5:00 p.m. EST
Evaluation period	April 9-16, 2020	5:00 p.m. EST
Selection of subrecipient(s)	April 20, 2020	5:00 p.m. EST
Public hearing	April 24, 2020	10:00 a.m. EST
Finalize contract terms (if needed)	April 30, 2020	5:00 p.m. EST
Contract executed/work begins	July 1, 2020	5:00 p.m. EST

SCOPE OF WORK

Services Provided

The subrecipient(s) will be responsible for implementing WAP in their geographic jurisdiction and for providing work on the number of units outlined under “Service Area.” The subrecipient(s) will be responsible for implementing and overseeing all management and weatherization tasks and for adhering to all program guidelines.

Management tasks include:

- Creating and implementing an appropriate agency crew or set of contractors, including any subcontract arrangements, for installation of program measures in beneficiaries’ homes;
- Establishing and maintaining procedures, information systems, inventory control, work schedules and other necessary means for organizing the program;

Adequately publicizing program availability to the low-income target population (include low-income persons who are elderly, disabled or children within a designated geographic service area) so that potential beneficiaries are reasonably informed of the program;

- Receiving proposals, certifying income eligibility, determining recipient priority and conducting unit assessments using the National Energy Audit Tool (NEAT) audit system and other diagnostic equipment to determine the program resources necessary to complete work;

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- Applicant(s) will place priority on providing services for the elderly, disabled or children and to single-family or other high-energy consuming dwelling units;
- Performing recordkeeping as required by DEO and DOE based on 10 CFR Part 440. The examination of subrecipient's financial records may be required by DEO or any state or federal government agency under this program;
- Submitting programmatic reports to DEO in a frequency and manner as determined by law, regulation or DEO instruction;
- Limiting expenditures for administrative purposes to no more than the DEO authorized percentage of funds granted under this program and ensuring the adjusted average cost per unit weatherized does not exceed the specified amount in the contract, including materials, labor and program support;
- Implementing outreach processes that include the receipt of referrals from LIHEAP. The Department of Health and Human Services requires information on every referral weatherized;
- Submitting claims for reimbursement monthly using claim forms provided by DEO and furnishing appropriate backup documentation;
- Ensuring that all employees and contractors utilized for the purposes of the weatherization program are trained; and
- Ensuring compliance with program requirements including auditing and reporting.

Weatherization tasks include:

- Performing appropriate and cost-effective energy efficiency repairs, which may include sealing cracks with weather-stripping and caulk, insulating attics and walls and ensuring adequate health and safety conditions are met;
- Having an experienced Heating, Ventilation and Air Conditioning (HVAC) contractor examine the dwelling's HVAC system to ensure the HVAC system is safe and in good working order. Work on the HVAC system may include cleaning, tuning, repairing and possibly replacing the unit;
- Through a bidding process, procuring HVAC components, compact-fluorescent lights, refrigerators, insulation and other equipment and materials needed for weatherization work;
- Providing energy education, information and tools to the occupants so that they can protect the installed weatherization materials and equipment and maximize energy saving opportunities; and
- Inspecting the completed work on each house.

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Guidelines

The subrecipient(s), their crew, contractors and/or subcontractors are responsible for adhering to all program guidelines and safety protocols. Each subrecipient is required to use the most current materials including the following:

- Florida Weatherization State Plan;
- The Florida Weatherization Procedures and Guidelines Manual;
- The Florida Standard Work Specifications Field Guide for Single-Family Homes and Manufactured Housing;
- The Florida Weatherization Assistance Program Monitoring Protocol (WAP Monitoring Protocol);
- The Florida Weatherization Assistance Program Single Family Priority Lists Site Built and Manufactured Homes; and
- The Florida Weatherization Assistance Program Health and Safety Plan.

All weatherization work performed must be conducted using “Lead Safe Work Practices” as outlined in Weatherization Program Notice (WPN) 02-6, Weatherization Activities and Federal Lead Base Paint Regulations, augmented in WPN 08-6 and WPN 09-6. By adopting basic safety precautions and Lead Safe Weatherization (LSW), programs can protect workers and occupants of the homes they weatherize from lead exposure.

U.S. DOE requires recipients/subrecipients to follow the specified U.S. Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) standards for Worker Safety and any state or local requirements. Some of these requirements include, but are not limited to: respirator protection, techniques for safely lifting heavy objects, electrical equipment safety, ladder safety and general worker protection. OSHA standards should be consulted for further details. Other useful information includes Material Safety Data Sheets that identify potential health risks and describe the proper use, handling and storage of a wide variety of materials including some common weatherization materials. DOE also suggests personal protective equipment and addresses first aid measures. WPN 17-7. This Program Notice replaces Weatherization Program Notice 02-5, Health and Safety Guidance of July 12, 2002.

Service Area

The subrecipient(s) will be required to weatherize the following number of unit(s) by June 30, 2021:

Service area	Approximate number of households to be weatherized
Orange County	63

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DEO Monitoring

Subrecipient(s) will be subject to program and technical monitoring visits during the contract period. Program and technical monitoring findings must be remedied within specific timeframes given the severity of any issues identified. Subrecipient(s) will be expected to include quality control inspections as a part of the post weatherization audit process.

Additionally, DEO conducts compliance reviews of each subrecipient to inspect no less than five percent (5%) of individual weatherization projects for overall effectiveness, workmanship, appearance and compliance with installation standards. Field evaluation criteria will include the following:

- File documentation;
- Weatherization priority measures followed;
- Initial audit;
- Blower door diagnostic testing procedures;
- Air sealing procedures, measures and workmanship;
- Combustion appliance safety;
- Heating/cooling system efficiency;
- Duct/distribution system;
- Attic insulation protocols;
- Wall insulation protocols;
- General repairs;
- Post-work quality control inspections;
- Subcontractor administration;
- Tools/equipment and vehicles; and
- Staff/subcontractor training.

Findings from a field visit are documented in a comprehensive Field Monitoring Report. The Field Monitoring Report is required to be completed for each field visit and is the basis for statistical data used in the management of the program. The Field Monitoring Report may include a review of the following:

- Development of appropriate work scopes through the energy audit process or reference of the Florida Weatherization Priority List;
- Compliance with current weatherization policies and procedures;
- Quality of materials and workmanship;
- Production status;
- Expenditure patterns;

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- Priority target group status;
- Materials and installation; and
- Problem areas.

DEO also conducts program management monitoring for the following activities that include, but are not limited to:

- Review of applicant intake procedures and the eligibility determination/verification process;
- Review of subrecipient activities, supporting expenditures and requests for reimbursement;
- Review of program records and supporting documentation;
- Review of subrecipient's implementation of grievance and fraud detection procedures and compliance;
- Recommends technical assistance, where appropriate, to subrecipient staff experiencing difficulties in operating the program;
- Review materials, tools, equipment, vehicle property records and inventory;
- Review client flow charts and scheduling practices;
- Review crew safety policies and practices;
- Review insurance policies; and
- Inspect warehouse and vehicles.

Reporting and Audit Requirements

Subrecipient(s) will be required to track and report the following information to DEO:

- Monthly Financial Activity (FA), which serves as the basis for reimbursement for cost incurred;
- Monthly Expenditure Tracking Spreadsheet (METS) reflecting monthly expenditures applied to program support and administration;
- Mid-agreement METS;
- Have a METS reviewed during DEO monitoring visits;
- Provide a METS upon request by the Grant Manager;
- Submit a final METS with the agreement closeout package; and
- Submit an inventory report of equipment acquired with weatherization funds quarterly.

As a requirement of federal funding, all subrecipients who expend \$750,000 or more in its fiscal year must conduct a yearly audit in compliance with auditing standards as set forth in 2 CFR Part 200, as supplemented and given regulatory effect by DOE at 2 CFR Part 910.

APPLICATION REQUIREMENTS

Rules and Requirements

There is not a fill-in application form; however, each application submitted should:

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- Address each of the ten (10) sections as outlined under the Application Deliverables per each subsection;
- Each section should include the supporting documentation that addresses the information requested;
- All supporting documentation should be thorough and provide detailed information; and
- Only one hard copy of the application package needs to be submitted.

Any requests for additional information regarding the Weatherization Assistance Program, including questions about the application requirements and concerns regarding conflicts or ambiguities, must be submitted via email to azhar.mahboob@deo.myflorida.com.

Application Deliverables

1. Letter of intent:

- a) **For nonprofit organizations** – Submit a letter signed by the executive director of the organization and the chair of the organization’s board of directors stating its willingness and interest in providing WAP services. An original signature is required.
- b) **For public entities** – Submit a letter signed by the chair of the county or city commission.
- c) **Corporate documentation (Only for nonprofit organizations)** – Documentation showing current nonprofit status – a copy of the filing of current Corporation Annual Report with the Florida Secretary of State.

2. Audit:

- a) Copies of the entity’s audit from the past two years – especially regarding any housing programs administered by the entity.

3. Entity administered programs:

- a) A list of all program services the entity currently provides.
- b) The goals of each program and outcomes from the previous year.
- c) The funding source, amount, service area and program period.
- d) The entity’s experience in assisting low-income persons in the geographical area to be served.

4. A narrative with appropriate supporting documentation to address the following:

- a) The entity’s experience in any non-WAP housing renovation program(s).
- b) The entity’s staffing capacity to administer the program(s), meet goals and deliver outcomes.
- c) The most recent performance or monitoring reports for these programs.

5. In selecting an entity, preference is given to any Community Action Agency or other public or nonprofit entity, which has or is currently administering WAP. If applicable to the entity, the following responses should include the entity’s past two agreement periods and documentation to support the effectiveness of providing these services.

- a) The extent to which the entity has effectively achieved WAP goals in a timely fashion (meeting schedule of deliverables, expending funds, etc.).
- b) The quality of WAP work performed by the entity (monitoring reports, quality assurance reports or other performance evaluations of meeting workmanship standards and guidelines).

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- c) The number, qualifications and experience of the staff members of the entity associated with the implementation of WAP.
- d) The identification of any awards or documentation of recognition for excellence in work performed relating to the delivery of past weatherization work.
- e) The ability of the entity to secure volunteers, train participants, employ public service workers, leverage resources, create partnerships, or work with other federal or state training programs.

6. Implementation plan:

- a) A narrative of a 30-day ramp-up timeline of all tasks to be completed to ensure all weatherization work is completed by June 30, 2021. This timeline should include: hiring and training; procurement of contractors, vehicles and equipment; determining client eligibility; the number of planned energy audits; and the number of planned units to be assessed. The 30-day timeline should begin within 72 hours of executing the contract with DEO under this application.
- b) A visual overview of the 30-day implementation timeline to correspond to the above narrative.

7. Procurement:

- a) A confirmation of whether the entity, if awarded, would need to procure staff, contractors, subcontractors, vehicles, equipment, materials or any other items necessary to complete the project by June 30, 2021.
- b) If yes, submit a detailed approach to your procurement process that adheres to 2 CFR Part 200.

8. Quality assurance:

- a) A description of plans for quality assurance and an evaluation for the weatherization services including, but not limited to: methodology, how the entity will ensure funds are used for authorized purposes only and how it will eliminate chances of fraud, waste, error and abuse.

9. Financial Plan:

- a) An expenditure plan that demonstrates how the weatherization services will be provided as described within this application for the entire contract period that includes:
 - i. The detailed breakdown of how requested funding will be spent, including assumptions such as the average cost per home. Guidance as to program limits and specific line items including, but not limited to: administration, health and safety, liability, personnel, fringe benefits, travel and equipment costs that can be found in Exhibit 'A'.
 - ii. The identification of the annual time commitments and annual compensation for each staff position associated with the weatherization activities.
 - iii. The identification of the compensation to be paid from this budget to personnel assigned to weatherization activities.
 - iv. The identification of the items included as fringe benefits and an explanation how fringe benefits were computed.

10. Attachments:

- a) Resumés of the weatherization coordinator and crew/contract leader(s).

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- b) Letters of recommendation from three recent clients. Information should include the name of the client organization, contact person in the organization, address of the organization and a telephone number of the contact person. Employees and vendors of the organization may not be listed as references.
- c) Conflict of interest policy.
- d) Procurement policy.

Selection Criteria

An evaluation of all proposals will be done by DEO and its assigned review committee based on the below evaluation criteria and public comments provided at the public hearing. Those applications that demonstrate the capacity to timely and efficiently perform Weatherization Assistance Program services will be selected for further consideration. The final selection of awards will be at the discretion of DEO.

Criteria	Points Available
Letter of intent	Pass/fail
Audit	10
Entity administered programs	10
Entity non-WAP housing experience	15
Past WAP performance	25
Implementation plan	10
Procurement	10
Quality assurance	10
Financial plan	10
Attachments	Pass/fail
Total points available	100

SUBMITTING THE APPLICATION PACKAGE

Note: The 10 **Application Deliverables** sections reference the minimum information/requirements to be addressed by the entity. Each sub-item within a section should be addressed in the outline provided. **Any items not addressed may negatively affect the evaluation and scoring of an application.** Any additional information or supporting

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documentation that relates to these criteria may be submitted with your application. All entities are scored on submitted information.

Application Deadline:

The application package must be received (date stamped) by DEO on or before:

5:00 p.m. EST on Wednesday, April 8, 2020.

Only one copy of the application package should be submitted. Hand delivered applications must be presented to the DEO's Weatherization Assistance Program office to assure that the time and date is recorded. Submit your application to:

**Florida Department of Economic Opportunity
Mr. Azhar Mahboob, Program Manager
Weatherization Assistance Program
107 East Madison Street, MSC-400
Tallahassee, Florida 32399-6508**



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EXHIBIT A - BUDGETING

- A. Administrative Cost:** Administrative costs include, but are not limited to: all indirect costs, telephone costs, a portion of professional staff salaries (to cover staff time when not carrying out the functions allowable under program costs), salaries and fringe benefits of clerical staff, travel related to administrative functions and miscellaneous costs such as copying, office space, equipment and supplies. The total administrative budget is 5% of the overall grant budget. Under DOE program guidance, administrative cost over the allocated maximum may be included as program support.
- B. Liability Insurance:** All allowable costs incurred by the subrecipient(s) for Liability, Pollution Occurrence, and Workers Compensation Insurance for weatherization projects for personal injury and for property damage.
- C. Financial Audit:** Unless financial audit costs are included in the indirect cost pool of a negotiated and approved indirect cost rate, subrecipient(s) shall budget that expense in the "Financial Audit" budget category.
- D. Training and Technical Assistance:** All allowable costs associated with approved inter/intra-state travel for training and technical assistance.
- E. Materials:** All allowable costs incurred by subrecipient(s) and/or sub-contractor(s) for materials installed in completed dwelling units, including materials for heating, ventilation and air conditioning (HVAC) systems.
- F. Labor:** All allowable crew and contractor labor to include benefits for auditing, inspecting, transporting and/or installing weatherization materials; making eligible repairs on weatherization units and replacing heating systems; cost incurred by contractors to install materials, repair or replace HVAC systems; or for contract labor to provide electrical or plumbing services.
- G. Program Support (PS):** All allowable costs incurred for program operations that are generally defined as the direct costs necessary to affect the weatherization of an eligible dwelling unit (cost of doing business), but not included in the material or labor costs. **All** Program Support charges are factored as a part of the average cost per unit. For purposes of this agreement, Program Support includes "related matters" as that term is used in 10 CFR Part 440.
- H. Health and Safety:** Health and Safety is for materials and labor costs and will not be calculated into the per unit average like regular materials and labor. Costs incurred for materials and labor for Health and Safety purposes must be reported under the Health and Safety budget line item.

The Health and Safety average per unit expenditure limit is set at 15%. The subrecipient may exceed the 15% expenditure limit up to \$1,131.15 per unit with prior approval from DEO.

DEO will circulate a Health and Safety survey to the subrecipient(s) on an annual basis to establish the costs and frequency of measures installed. At that time, the subrecipient(s) will be allowed to request reallocation of excess Health and Safety funds to Materials, Labor or Program Support.

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- I. **Cost Limits:** DOE established the national average expenditure limit per dwelling unit at \$7,541.00. This adjusted average includes materials, labor and program support costs amortized over completed production units. The average cost per unit (ACPU) will be calculated and tracked during the FSR review process based on the following formula:

$$\frac{(\text{Material Cost} + \text{Labor Cost} + \text{Program Support Cost})}{\text{\# of Units Weatherized}} = \text{Total Monthly ACPU}$$

Note: The average cost per unit of \$7,541 cannot be exceeded at project closeout.