

**STATE OF NEVADA
HOUSING DIVISION**

REQUEST FOR PROPOSAL



WEATHERIZATION SERVICE PROVIDERS

DOE BASE AND FEAC FUNDS

**STATE FISCAL YEAR 2012
(7/1/2011 – 6/30/2012)**

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Purpose:

The purpose of this Request for Proposal (RFP) is to solicit applications and proposals from Community Action Agencies or other public and non-profit entities interested in managing a local Weatherization Assistance Program(s) (WAP). Respondents to the RFP will need to provide detailed information regarding their experience, capacity to deliver and manage a successful weatherization program.

Background:

The Low Income Weatherization Assistance Program was established in 1977 by the U.S. Department of Energy to assist low income persons in reducing their household utility bills and improve their level of comfort while ensuring their health and safety.

Application Requirements:

Applicant must be a Community Action Agency or other public or non-profit agency. Any existing Subgrantees in good standing with the Nevada Housing Division are also eligible to apply.

Funding Period:

July 1, 2011 – June 30, 2012

Funding:

Successful applicants become Subgrantees and will be funded by grants awarded by the Housing Division from a combination of Federal funds received from the U.S. Department of Energy and State funds generated through the Universal Energy Charge. Up to 10% of the funds awarded for each service area may be used for administrative costs associated with managing the Weatherization Assistance Program. Other allowable uses of funds include training and technical assistance activities, liability insurance, health and safety concerns, equipment purchases, contract services and operational costs. Limited advances will be allowed based on the review of a monthly cash flow projection and production schedule to be submitted by the Subgrantees at the beginning of the program year. Monthly replenishment of funds will be done by reimbursements.

Regulations and Guidance:

Funds are to be administered in accordance with the DOE regulations provided in 10 CFR Part 440 and the FEAC regulations stated in Chapter 702.270 of the Nevada Revised Statutes.

Primary Subgrantee Responsibilities:

The primary responsibility of a Subgrantee is to provide a cost-efficient and effective weatherization program which complies with both the State and Federal Weatherization Assistance Program's rules and regulations.

Subgrantees will be evaluated on a quarterly basis; failure to comply with established program policies and procedures, regulations, reporting requirements, production goals or allowable expenditures etc., could result in the re-distribution of funds or the termination of the grant award. Applicants will need to ensure their staff and/or their Contractors have sufficient training to perform the following types of activities:

- Conduct client outreach
- Determine client eligibility
- Prioritize client assistance
- Conduct energy assessments
- Install weatherization measures
- Perform on-site inspections
- Ensure client satisfaction (i.e. resolve client or contractor issues or disputes)
- Enter client information for each household weatherized into the statewide database

Client Outreach and Client Eligibility

Subgrantees will review and approve applications for client assistance. Eligible households are those households whose annual gross income is at or below 200% of poverty for DOE funds and at or below 150% for FEAC funds. Priority assistance is to be given to households which are single family, high energy users, or those occupied by individuals who are elderly (60 yrs or more), disabled or have children under the age of six. The owners of rental units are required to sign a form stating the rent will not be increased nor will the tenant be evicted for a period of one year, as a result of receiving weatherization assistance.

Subgrantees will conduct neighborhood outreach activities promoting the weatherization program. It will be required for all Subgrantees to include and provide proper recognition of the funding from the Nevada Housing Division in all forms of media/advertising (e.g. news articles, interviews etc), promotional and marketing activities including collateral materials, brochures, signage etc.

Reporting Requirements

Subgrantees will be required to report both program expenditures and production information on a monthly basis. Subgrantees are responsible for maintaining a database developed to NHD, which includes household information for each client receiving weatherization assistance. The financial reporting includes a submission of a monthly Financial Status Report (FSR)/Request for Funds, and an annual financial and/or compliance audit report. Failure to provide accurate and timely monthly reports may result in delay in processing requests for reimbursement of program expenditures and/or termination of the grant. The Housing Division reserves the right to conduct a monthly review of the Subgrantee's financial statements.

Procurement Requirements

Prior to the release of grant funding, successful Subgrantees must publically solicit Weatherization Contractors through a competitive bid process. Subgrantees must require that interested contractors submit cost per measure information in a format provided by NHD. Subgrantees will be required to provide cost information to NHD no later than 5 PM on May 2, 2011.

Allowable Weatherization Measures:

All energy conservation measures will be required to comply with DOE’s definition of cost effectiveness. The costs of the measures or installed cost includes labor costs of contractors and any subcontractor costs associated with installing a particular measure. Measures installed through the Housing Division’s Weatherization Program may include but are not limited to the following:

- Ceiling, floor and duct insulation.
- Duct leakage sealing (return and supply systems).
- Shell infiltration sealing (replace broken windows, replace exterior doors and windows).
- Weatherstripping of doors and windows.
- Insulation of water heater and water heater pipes.
- Attic ventilation.
- Solar screens (southern Nevada only).
- Minor home repairs.
- Heating and cooling system repairs/replacements.
- Health and safety measures (testing of combustion appliances, compliance with indoor air quality standards and installation of carbon monoxide detectors).
- Refrigerator replacement.
- Compact fluorescent light bulbs.

Service Areas:

Listed below are the estimated amounts of funds and the number of households scheduled to be weatherized within each service area of the state. Applicants may apply for more than one service area, however, NHD reserves the right to further delineate service areas between Subgrantees and/or limit the number of service areas to any Subgrantee to improve the capacity of our delivery system. Further, considerations will be made to have clearly defined territorial boundaries for operational and cost efficiency.

<u>Service Areas</u>	<u>Approximate Funding</u>	<u>Approx. number of households to be weatherized</u>
Balance of Clark Co.	\$1,021,984	175
City of Las Vegas	\$732,582	125
City of North Las Vegas	\$283,764	47
City of Henderson	\$181,515	28
Washoe County	\$490,709	83
Eastern Rural Nevada	\$202,923	30
Western Rural Nevada	\$183,603	37

Eastern Rural Nevada includes:

Pershing County
Humboldt County Lincoln County
Lander County Mineral County
Eureka County Churchill County
Elko County Esmeralda County
White County Nye County

Western Rural Nevada includes:

Carson City
Lyon County
Douglas County
Storey County

Additional Proposal Requirements:

- 1) Applicant must be able to present proof as a duly-registered Community Action Agency or other public or non-profit agency.
- 2) Applicant must notify NHD (include in proposal) of any pending or unresolved litigation.
- 3) Applicant must include a copy of most recent financial audit.
- 4) Applicant must have an operational office within the service area/county being applied for.

Applications will be evaluated on the following criteria:

1. **Experience:** Please list agency experience in administering a government or public utility funded residential energy conservation program/weatherization assistance program, a housing rehabilitation program or a program designed to assist low income families.

Please include the project periods, source and amount of funding, service areas, description/type of work provided, and the number of homes which were assisted.

2. **Outreach:** Please list (type, name and/or title) any successful outreach efforts your agency performed or is currently performing. Please identify any outreach efforts which were designed to specifically assist low income households. Describe (maximum of 2 pages) your outreach strategy (who, how, where, when) for completing the work within the grant period.

3. **Staffing:** Please list the type and number of staff positions which will be paid with weatherization funds received from this office necessary to perform the duties described in the Primary Applicant Responsibilities section listed above.

Please list any Contractors (or other labor source) who have previously participated or are currently participating in a residential energy conservation program. Please describe the type of work that was performed.

4. **Training:** Please list any staff members experience in participating in a residential energy conservation program with respect to: training, auditing, installation or inspection of work performed in the field.

Please include a course description (or title) of any residential energy conservation or weatherization certifications or other training staff members have participated in. Please

include the participant's name, the date the training was provided and who (individual, entity or company) provided the training.

5. **Contractors/Subcontractors:** Applicants are to ensure any Contractors and/or Subcontractors participating in the Weatherization Program are licensed in the state of Nevada and do not appear on the debarred contractors list for federal projects (see website www.epls.gov).
6. **Conformance to Proposal Requirements**
7. **In the event of a tie, preference will be given to a Community Action Agency or other public or non-profit agency which has or is currently administering an effective program.**
8. **Preference will be given to a Community Action Agency or other public or non-profit agency which is based in the service area within which it will be providing weatherization services.**

Submittal Instructions:

- Submittal Date: **5:00 PM March 21, 2011** (Electronic submissions not acceptable).
- Applicants must provide 5 copies of their proposal.
- Applicant must include contact information (name, phone number and e-mail address).
- Applicants must state in their proposal which service area(s) they are applying for.

Proposals are to be submitted to:

Ariel Martinez, Weatherization Program Manager
Nevada Housing Division,
1535 Old Hot Springs Rd. Suite 50,
Carson City, NV 89706

RFP Contact:

Ariel Martinez or Sue Martin
Phone: (775) 687-2054 or (775) 687-2037
Fax: (775) 687-6946
E-mail: apmartinez@housing.nv.gov or suemartin@housing.nv.gov

Public Posting Locations:

RFP for WEATHERIZATION SERVICE PROVIDERS IS POSTED AT THE FOLLOWING LOCATIONS:

Public Places:

Nevada Housing Division
1535 Hot Springs Road, #50
Carson City, Nevada 89706

Nevada State Library
100 Stewart Street
Carson City, Nevada 89701

Nevada Housing Division
7220 Bermuda Rd, Suite B
Las Vegas, Nevada 89119

Capital Police
Grant Sawyer Building
555 East Washington Avenue
Las Vegas, Nevada 89101

Office of the Attorney General
100 Carson Street
Carson City, Nevada 89701

Legislative Counsel Bureau
401 South Carson Street
Carson City, NV 89701

This RFP is also being posted on the Nevada Housing Division's website at <http://nvhousing.state.nv.us/>