

**Notice of Funding Availability
Weatherization Assistance Program
HEAP Incentive Funding for Targeted Buildings in Disadvantaged
Communities for
Weatherization Subgrantees**

**Bid Number: 1593729
Issued February 2, 2024**

Housing Trust Fund Corporation

**Hampton Plaza
38-40 State Street
Albany, NY 12207**

**Submission Deadline:
February 22nd, 2024**

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SECTION 1. FUNDING AVAILABILITY AND GENERAL REQUIREMENTS

Introduction

New York State has been allocated approximately \$15,000,000 from OTDA for an incentive based LIHEAP program. The program will be administered for the State of New York by the Housing and Trust Fund Corporation (HTFC).

HTFC will rely on the existing network of WAP subgrantees to administer the funds available.

The funds will be made available to WAP subgrantees in good standing to leverage with their BIL and or WAP funds for the purpose of targeting multi-family portfolios that have significant need for energy assistance (for example: government assisted housing, public housing, housing for persons with special needs). Subgrantees will be encouraged to leverage other funds to undertake this activity. Only existing subgrantees are eligible to apply for this funding to use in their current geographic service territory.

1.1 New York State Goals

The following Notice of Funding Availability (NOFA) was developed in conformance with the State of New York's goals for the Weatherization Assistance Program to ensure long-term public benefit and to optimize results. Goals include:

- Enhancing energy efficiency and reduction of carbon emissions in alignment with the State's Climate Leadership and Community Protection Act of 2019 (CLCPA)
- Ensuring Long-Term Public Benefit and Optimizing Results
- Ensuring Compliance with Equal Opportunity Laws
- Promoting Local Community-based Hiring
- Expand the green workforce
- Providing energy efficiency services to [Disadvantaged Communities](#) (See [here](#))
- Providing Equal Opportunity for DBE's and MWBE's
- Encouraging Sound Labor Practices
- Engaging Community-Based Organizations
- Transparency to the market and customers

1.2 Schedule

NOFA Issued	February 2nd, 2024
Application Workshop/Bidder's Conference	February 12th, 2024
Deadline to Submit Questions	February 14th, 2024
Answers to be Posted on HCR web site	February 19, 2024
Submission Deadline	February 22, 2024
Announcement of Successful Applications	March 29th, 2024

1.3 Program Overview

The Weatherization Program (the Program) provides energy conservation assistance on behalf of income-eligible individuals and families to improve the energy efficiency of their dwellings and to reduce their housing expenditures for fuel and electricity. Priority for weatherization services is given to households with children, the elderly, persons with disabilities, as well as Home Energy Assistance Program (HEAP) recipients or those eligible to receive LIHEAP.

Program services are delivered through a statewide network of local service providers, referred to as Subgrantees. Subgrantees must follow sound internal management policies and provide skilled workmanship, high quality materials, and timely production of units. The performance of these subgrantees is evaluated on a continuing basis. Subgrantees include community action agencies, other community-based not-for-profit organizations, and local governmental agencies.

1.4 Funding Availability

HTFC has made \$15,000,000 of the annual HEAP allocation available to target multifamily housing in need of additional funding to achieve an enhanced scope by no later than July 30th, 2024. HTFC is soliciting subgrantees to assist certain types of housing for which funding is not currently sufficient and ensure that needs are met throughout the State.

1.5 Applicant Eligibility

This solicitation is being completed in conformance with the requirements outlined in Section 440 of the Weatherization Assistance Program Final Rule. As outlined in Section 3.2, subgrantees will be selected based upon their qualifications, ability to manage all responsibilities of a subgrantee, and their ability to leverage these HEAP incentive funds and other financial resources to complete energy efficiency measures. Each subgrantee must be a current Weatherization Network subgrantee in good standing, submit a detailed budget and narrative work plan showing how the project will be carried out. Funds will be awarded solely for BIL or stand alone HEAP projects. Funds are not eligible to be leveraged with weatherization PY23 or PY24 projects. The budget should list all personnel, including volunteer and paid staff, who will be associated with the program. The work plan will detail how the project will be implemented. Potential weatherization subgrantees must also show a production and expenditure plan, specifying whether subgrantee crews, subcontractors, or a combination of the two will be used. New subgrantees will be expected to meet or exceed the work plan goals they propose.

1.6 Role of Subgrantee

Under contract with HTFC, subgrantees will perform several services in compliance with WAP regulations and defined in the WAP State Plan, including:

- a) outreach and identification of appropriate properties and income eligibility verification of residents.
- b) evaluation of the energy efficiency of dwelling units proposed to be weatherized.
- c) installation of cost-effective energy-saving measures and supervision of workers and subcontractors.
- d) identification and mitigation of related health and safety concerns.
- e) maintenance of client and program files; and,
- f) preparation of regular management and fiscal progress reports; and other actions necessary to ensure compliance with State and Federal Program rules.
- g) Fuel usage and utility bill collection
- h) Ability to leverage additional federal funds, owner contributions are encouraged, not required, additional NYS HCR funds such as HOME, or other resources available not limited to applicable rebates and incentives.
- i) Provide required reporting documents
- j) Identification and outreach to areas with limited weatherization services
- k) Ability to engage with First Nations and Disadvantaged Communities

1.7 Administrative Fees and Advances

Administrative funding will be allowed. The administrative rate for subgrantees will be no more than 7.5% of the HEAP incentive allocation.

Administrative funding can be used by subgrantees to cover costs that are necessary for the organization to utilize the funding and deliver assistance. Typical expenditures found in this category are wages and fringe benefits for executive, accounting, and administrative personnel working on the program. Other typical administration cost category expenditures are the payroll processing costs, costs to administer health insurance programs, data processing costs, and other indirect costs such as bank service fees. As with the other weatherization cost categories, those costs applied to administration must be actual and allowable under the Uniform Administrative Requirements (2 CFR Part 200).

Any contracts awarded under this procurement may provide advance payments not to exceed 15% of the total allocation and will be paid following final approval of the contract from the HTFC and in accordance with Weatherization program policies and procedures.

1.8 Leverage and Efficiency

As stated in Section 1.5, HTFC is seeking proposals to expend incentive based HEAP funds in a timely manner to provide weatherization services through a targeted strategy. WAP is also

seeking opportunities to streamline delivery of weatherization services to similar types of buildings, or buildings that have been financed with the same lender or program, by providing coordinated services to those buildings who would specialize in that type of building or program. Proposals should illustrate how these funds will expedite and enhance specifically identified BIL projects or stand-alone non-weatherization projects and benefit HEAP recipients, or HEAP eligible customers, will be prioritized.

1.9 Targeted Building Portfolios

Across the State, there are several individual portfolios of housing occupied by low-income households that have significant needs for energy assistance and are subsidized by or were developed with funding from the local, state or federal government. To help reduce the energy burden of the very-low-income residents of these properties, and to preserve affordability in these supported units, proposals that target funds to one or more portfolios are encouraged. Applicants seeking funding under this NOFA must provide a Statement of Approach (Section 4.3) that defines the targeted portfolio and describes how the applicant is uniquely suited to aid this type of building.

Targeted portfolio types may include but are not limited to:

- A. Multifamily buildings with more than 50 units.
- B. Low-income housing tax credit projects (ref. Section 42 of US Code)
- C. USDA Section 515 projects
- D. Supportive or Special Needs projects (may include but not limited to projects created by or assisted with resources from NYS Office of Mental Retardation and Developmental Disabilities, NYS Office of Mental Health or NYS Homeless Housing Assistance Corporation).
- E. HUD-assisted projects
- F. Public Housing projects, including state-supervised public housing
- G. Mitchell Lama projects
- H. [Properties within a disadvantaged community census tract](#)
- I. Properties within First Nations and tribal lands

Targeted portfolios may be limited to a particular geographic area, such as a DAC or an underserved county. Please refer to [Attachment D, the map](#). The applicant should describe in the Statement of Approach any geographic or location considerations, especially those relevant to defining the specific portfolio for which assistance is proposed. Also, to the extent that an applicant's expertise is relevant to the selection of a particular portfolio, the Statement of Approach should describe that expertise and explain the partner's role in the project.

1.10 Eligible Weatherization Activities

WAP encourages use of renewable energy systems, alternative energy sources, and other "green" practices in its housing and energy programs. WAP also encourages subgrantees to consider innovative measures, such as small-scale solar, geothermal, heat pumps, and district energy

systems. Eligible activities are listed in these links under the annual [2023 WAP State Plan](#) and [BIL State Plan](#).

1.11 Population to Be Served

Income eligibility for the Program is set at [60% of the State's median income](#). This threshold has been selected by New York in accordance with federal HEAP regulations (Public Law 97-35, Sec. 2605 (b) (2) (B) and 10 CFR Part 440.22(a)(3)). **Note that this income limitation is different than that used in many affordable housing programs.** Subgrantees should be prepared to address conflicts arising from these separate limits.

Subgrantees are required to give priority for service to households with elderly persons, households with children under 18 years of age, households containing persons with disabilities or medical problems that weatherization services can assist, and HEAP recipients, particularly those with extremely high energy use. Subgrantees should consider the extent to which the targeted portfolio addresses one or more of these populations.

Subgrantees may only invest Program funds in rental buildings containing five or more units after they have established that 66% or more of the dwelling units in the building are occupied by eligible households. In rental projects where the energy audit indicates that significant energy savings can be expected to result from Program assistance, at least 50% of the dwelling units must be occupied by eligible households. Certain other eligibility requirements may also apply to multifamily buildings.

Subgrantees who can demonstrate service in an underserved area, DAC census tract, First Nation properties, and/or an [extreme heat census tract](#) will receive prioritization.

1.12 Deliverables

Applicants responding to this NOFA agree to complete all proposed work in accordance with applicable program rules and regulations. Expenditures and unit production that are proposed in the attached Production Schedule (Exhibit 2) must be met within 18 months of the contract start date.

The [Policy and Procedures Manual](#) (PPM) very specifically outlines the administrative and field deliverables associated with the Program. All subgrantees agree to implement this Program in accordance with the governing rules and regulations. WAP staff conducts regular monitoring of both field and administrative practices. Failure to meet program requirements or deliverables outlined in the resulting contract may be considered a contract default and could result in termination of the contract and other penalties.

1.13 Respondents to this Notice of Funding Availability

The subgrantee assumes all responsibility for program compliance; this includes working with subcontractors. Subcontractors can be private or for-profit companies and are required to adhere to all program rules and regulations. The management structure and approach must be clearly defined in the Statement of Approach narrative (Attachment C). Each applicant must demonstrate compliance with all rules associated with the program and show the capacity to successfully complete all functions normally associated with WAP work. Existing WAP subgrantees applying for funds to assist a targeted portfolio will continue to be subject to the production requirements of their regular WAP allocation contract and will be required to meet all

deliverables associated with this solicitation. Compliance with all production requirements will be evaluated in making determinations about the award of incentive funding. Any existing subgrantee must have a strong track record of completed projected units and not have been subject to a corrective action plan within the last 5 years.

In instances where the subgrantee or any of its team members have ownership or financial interest in the buildings to be weatherized under the Program, the subgrantee must disclose their interest to the HCR Regional office prior to commencement of any procurement activities associated with these funds.

1.14 Application Workshop

An application workshop will be held online. All potential applicants are strongly encouraged to attend. The meeting will be conducted as a video conference. The purpose of this meeting is to answer all questions potential applicants have and provide guidance on program planning and implementation. The workshop link and all questions and answers will be posted to the internet website at [Weatherization Assistance Program | Homes and Community Renewal \(ny.gov\)](https://www.hcr.ny.gov/WeatherizationAssistanceProgram/HomesandCommunityRenewal) after the workshop.

SECTION 2. APPLICATION SUBMISSION AND COMMUNICATION WITH HTFC

1.15 Application Submission

Applicants are encouraged to submit proposals to HTFC by electronic mail, using the forms provided for this purpose that are attached to this solicitation. Other required materials may also be attached to an electronic mail message. Electronic submissions should be addressed to:

Weatherization@hcr.ny.gov

The subject line should read “HEAP Incentive Subgrantee NOFA”.

Applicants that choose to submit using paper copies must provide five (5) copies of all materials, and address the submission to:

NYS Housing Trust Fund Corporation
Weatherization Assistance Program
Attention: Proposal Submission Screening Jonathan Biber
Hampton Plaza, 9th Floor
38-40 State Street
Albany, New York 12207

HTFC must receive applications by 5:00 p.m. EST on February 22, 2024. Applications received after this time will not be considered. No faxed or hand-delivered copies will be accepted. HTFC is not responsible for applications that are not delivered or cannot be viewed due to technical reasons. Applicants are encouraged to submit early to allow time for verification of receipt.

HTFC expects to notify applicants of the status of their application by March 29^h, 2024. The successful applicant(s) will receive notification of intent to award at this time. Applicants will be provided with instructions on contract preparation after the award is announced.

1.16 Communication and Inquiries

Applicants with questions on this Notice of Funding Availability, on the application process, or on any related program matter are encouraged to contact the appropriate WAP regional office until the submission deadline. Regional office contact information is located at the end of this NOFA. Applicants are encouraged to submit questions in writing, to aid in the development of uniform answers that can be made available to any potential applicant. Time will be allowed at the application workshop for applicant questions.

This NOFA is subject to NYS Procurement Lobbying Provisions. Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between HTFC and an applicant during the procurement process. An applicant is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract (the restricted period) by HTFC and, if applicable, Office of the State Comptroller, to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, listed at the end of this document, as of the date hereof, are identified on the following page of this solicitation. HCR employees are also required to obtain certain information when contacted during the restricted period and decide of the responsibility of the applicant pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period; the applicant is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found on the Office of General Services' [website](#).

After the deadline for submission, oral communication regarding the NOFA with any HCR staff is not permitted. Following submission, applicants have the option to submit questions in writing to HTFC, provided those questions are received by HTFC by 5:00 P.M., February 14th, 2024. WAP will post replies on its web site, [Weatherization Assistance Program | Homes and Community Renewal \(ny.gov\)](#), by February 22, 2024.

1.17 Cost of Application

All costs of preparing and submitting applications in response to this solicitation are the sole responsibility of the applicant. HTFC shall not incur any costs resulting in the preparation and delivery of an application. HTFC will not return any submitted applications. HTFC accepts no responsibility for faulty correspondence or application submissions that are not delivered.

1.18 Selection Guidelines

Applicants will be evaluated in accordance with the criteria outlined in Sections 3 and 4. Applications will be scored on a 100-point system and ranked accordingly. Awards will be made to applicants who are deemed responsive and responsible. HTFC may conduct discussions with respondents for the purpose of promoting understanding of the requirements and the respondent's application to clarify requirements. HTFC reserves the right to negotiate adjustments in services and fund at less than the requested amount. Changes to applications, if permitted, will be requested by HTFC in writing from respondents.

- a. The issuance of this solicitation, the submission of a proposal/bid by any Offeror, and/or the acceptance of such proposal by the Agency, does not obligate the Agency in any

manner whatsoever. Legal obligations will only arise upon execution of a formal contract by the Agency and the Contractor.

- b. The Agency reserves the right to: (i) amend, modify, or withdraw this solicitation; (ii) revise any requirements of this solicitation; (iii) require supplemental statements or information from any Offeror; (iv) accept or reject any or all proposals/bids; (v) extend the deadline for submission of proposals/bids; (vi) negotiate or hold discussions with any Offeror and correct deficient proposals/bids that do not completely conform to the instructions contained herein; (vii) cancel or reissue this solicitation, in whole or in part, if the Agency deems it in its best interest to do so; (viii) hold a pre-bid conference with all Offerors, to answer questions and provide applicable information as necessary; (ix) accept a proposal/bid and any subsequent proposal/bid for the contract award from someone other than the lowest cost Offeror consistent with the criteria for the evaluation of proposals/bids; (x) make an award in whole or in part; (xi) disqualify any Offeror whose conduct and/or proposal/bid fails to conform to the requirements of this solicitation; (xii) seek clarification and revisions of proposals/bids; (xiii) change any of the solicitation's scheduled dates; (xiv) utilize any and all ideas submitted in the proposals/bids received; (xv) request best and final offers; (xvi) require clarification at any time during the procurement process and correction of arithmetic or other apparent errors to assure a full and complete understanding of a proposal/bid or to determine an Offeror's compliance with the requirements of the solicitation; (xvii) re-issue this solicitation, or a similar version, annually or as needed to solicit additional proposals/bids; (xviii) interview an Offeror prior to selection; and (xix) waive any requirements that are not material.
- c. The Agency may exercise the foregoing rights at any time without notice and without liability to any Offeror or any other party for expenses incurred in connection with the proposals/bids. All proposals/bids and submissions will be made at the sole cost and expense of the Offeror.
- d. This solicitation and any agreement which may result from it are subject to all applicable laws, rules, and regulations promulgated by any federal, state, or local authority having jurisdiction over the subject matter hereof, as the same may be amended from time to time. The Agency shall be the sole judge of whether a proposal/bid complies with the requirements of this solicitation and the merits of such proposal/bid. This solicitation does not commit the Agency to select a contract awardee, or to procure or contract for the services or goods described herein.
- e. Nothing stated at any time by any representative of the Agency will effect a change in, or constitute an addition to, this solicitation unless confirmed in writing by the Agency.
- f. Offerors responding hereto must agree to keep confidential their proposals/bids and any information received from the Agency.
- g. The Offeror will be required to execute a contract prescribed by the Agency, and to abide by all relevant laws and policies of the Agency with regard to, among other things, conflicts of interest, ethics, lobbying law directives, minority and/or women owned business enterprise participation requirements, equal employment opportunity programs, service disabled veteran-owned business enterprises, etc.

h. The Agency believes the information set forth in this solicitation is accurate. However, the Agency, its directors and/or members, officers, agents and employees assume no responsibility for errors and omissions contained therein.

i. Under no circumstances (including withdrawal of this solicitation before or after proposals/bids are received) will any Offeror have any recourse against the State or any Agency, their directors, members, officers, agents or employees for any expenses incurred or damages sustained as a result of this solicitation process.

j. The Agency reserves the right to select qualified proposals/bids for further review and negotiation. Further negotiation may include, but shall not be limited to, bid amounts for contract award on the basis of a formal evaluation of the characteristics, quality and cost of such proposals/bids.

k. The Agency reserves the right to make one or more awards based on the proposals/bids that the Agency deems best in its sole discretion.

l. Offerors shall not make public announcements or issue news releases pertaining to selection or contract execution without prior written consent of the Agency.

m. Any contract subject to approval by an Agency's Board will be awarded only after approval by the Board.

1.19 WAP Policies and Procedures Manual

To ensure that all applicants have a clear understanding of the rules, responsibilities and requirements of being a subgrantee under the Program, applicants are required to carefully review the WAP Policies and Procedures Manual (PPM) that can be found on the HTFC website: [Weatherization Assistance Program | Homes and Community Renewal \(ny.gov\)](#) It is required that each applicant seeking to be a temporary subgrantee under this solicitation, attest to (see Attachment B in Section 4) their review and understanding the PPM and must confirm that if selected they will administer the Program in compliance with all rules and regulations of the Program.

SECTION 3. APPLICATION FORMAT, EVALUATION AND SELECTION CRITERIA

3.1 Application Format

Applicants should prepare their submissions by addressing each item outlined in Section 4 in the order that it appears and to use the same number in the response. Elaborate and expensive presentations are not required and will not contribute to a more positive evaluation of the application. However, be sure to provide all the information requested. Meeting all requirements of this solicitation is entirely the responsibility of the applicant. HTFC is under no obligation to review incomplete applications.

3.2 Selection Criteria

Applications will be evaluated in their entirety and on the ability of the applicant to deliver comprehensive services under the Program. Each Exhibit and Attachment set forth in Section 4 will be evaluated against the rating criteria for each requirement. The maximum score possible under the NOFA is 100 points.

Each application will include an examination of whether the response addresses all the components of Section 4 of the NOFA in their submission. If the application is not complete it will be disqualified, and no further review or evaluation will take place. Applications that are complete will be evaluated based on the following criteria:

- A. **Statement of Approach:** applicants will be evaluated on the appropriateness of the approach and the geography of the area served. This will include an evaluation of project feasibility, number of units served, and areas served, in addition to previous production goal completion rates. This will include an evaluation of areas served and identified in Attachment D map. Disadvantaged communities and areas with a lower concentration of weatherized homes will be prioritized for this funding. This will include an evaluation of each component included in Attachment C by the applicant for achieving the overall goals of the Program and the priorities outlined in the NOFA. (40 Points)
- B. **Statement of Organizational Experience and Key Personnel:** applicants will be evaluated on the relevant experience of the organization and staff as outlined in Attachments D and Gas well as any partners proposed for the team. (20 Points)
- C. **Statement of Qualifications/Quality Assurance, Financial and Information Technology Capacity:** determination of whether the organization has the capacity to complete the proposed work plan in a cost-effective, efficient manner within the time constraints of BIL as evidenced by Attachments E, F, and H. (15 Points)
- D. **Reasonableness of proposed scope and Budget/Leverage:** applicants will be evaluated on the proposed number of units to be completed by the applicant in relation to the goals of the NOFA, the Program, and BIL. Applicants will also be evaluated on the amount of leveraged financial resources they bring to the proposed assisted projects. Such leveraged resources can be in the form of equity, BIL, non-WAP grant funds, loans, and other financial resources that assist with the weatherization and preservation of low-income units as evidenced by Exhibit 2 and Attachment I. (25 Points)

During the evaluation process, each item in Section 4 will be assessed according to the criteria listed above. No more than 3 temporary subgrantees will be selected per region, only those with the highest scores achieving all criteria will be considered. Applicants will be evaluated as to whether they meet the threshold requirements for each measure. Only applications that meet each of the threshold requirements will be considered for an award under this NOFA.

SECTION 4. APPLICATION SUBMISSION

Each applicant must submit information from each of the following sections. Any application which is submitted that fails to respond to any of the items will be rejected and disqualified from the review process. Answers should be labeled and ordered to correspond to the order as shown below. Each applicant should submit a detailed budget and statement of approach showing how the project will be carried out, including an outreach strategy. The budget should list all personnel, including volunteer and paid staff, who will be associated with the program. The statement of approach will detail how the project will be implemented. Potential weatherization subgrantees must also show a production and expenditure plan, specifying whether subgrantee

crews, subcontractors, or a combination of the two will be used. New subgrantees will be expected to meet or exceed the work plan goals they propose.

Required Exhibits:

Exhibit 1 – Proposal Summary

Exhibit 2 – Budget/Production Schedule/Statement of Approach

Exhibit 3 – Vendor Responsibility Questionnaire

Required Attachments:

Attachment A - Applicant Registration Form (for new applicants only)

Attachment B – Recognition and Compliance Confirmation

Attachment C - Statement of Approach

Attachment D - Statement of Organizational Experience

Attachment E - Statement of Qualifications/Quality Assurance

Attachment F - Evidence of Financial Management Capacity

Attachment G - Key Personnel

Attachment H - Information Technology Management

Attachment I – Supplemental Budget Information (use Exhibit 2 as the budget form)

Attachment J – Map identifying geographic need and area served.

4.1 Proposal Summary (Exhibit 1)/Applicant Registration Form (Attachment A)

Each applicant must complete Exhibit 1, which provides a summary of the applicant’s proposal. Applicants must include their six-digit Applicant ID number were indicated on the proposal summary. If the applicant is unsure of their Applicant ID number, contact the HCR regional office for assistance. These items are threshold items. They are not rated, but if an applicant does not complete or submit them the proposal will not be considered for funding.

4.2 Recognition and Compliance Confirmation (Attachment B) and Vendor Responsibility Questionnaire (Exhibit 3)

An authorized individual of the applicant must provide a statement, labeled “Attachment B – Recognition and Compliance Confirmation,” confirming their review and understanding of the PPM, and must confirm that if selected they will administer the Program in compliance with all rules and regulations of the Program. Also, all submissions must include the Vendor Responsibility Questionnaire (Exhibit 3). These are threshold items that must be submitted with the proposal. It is not rated, but if an applicant does not provide a signed compliance statement the proposal will not be considered for funding.

4.3 Statement of Approach (Attachment C) – (40 points)

Provide a narrative that describes how the organization plans to provide services to meet the needs of the various components of the Program. The applicant should address all components

and seek to demonstrate their competency to deliver all services efficiently and effectively. The Statement of Approach must be labeled “Attachment C.”

The maximum points attainable for this section will be based on the following rating scale:

<u>Rating</u>	<u>Criteria</u>	<u>Percentage of Points Assigned</u>
Excellent	Fully developed approach that serves multiple underserved geographies	100%
Good	Fully developed approach that serves underserved geographies with vague details.	75%
Average	Fully developed, with three vague, weak or missing items in an underserved geography	50%
Poor	Fully developed in an already served geography without enhanced need	25%
Very Poor	No discernable or unworkable approach, and/or has four vague, weak or missing items	0%
Incomplete	Did not respond to section	0%

The following items must be addressed in the narrative:

- Identify the additional scope items that will be implemented on current BIL Pipeline projects.
- Identify the timeline and feasibility of project production schedule.
- Identify the targeted building portfolio type (s) that your organization will serve.
- Describe the proposed geographic territory proposed to be served by your organization and identify if it is in a Disadvantaged Community as defined by the CLCPA. [Disadvantaged Communities Criteria - New York's Climate Leadership & Community Protection Act \(ny.gov\)](#)
- Identify if the building portfolio is within a First Nation and describe the outreach plan or agreement in place for service.
- Identify if the building portfolio is within a [Heat Vulnerable census tract](#)
- Indicate the projected numbers of buildings and units to be weatherized under the Program. Be sure the information is consistent with information provided on Exhibit 2, “Weatherization Assistance Program Proposed Budget and Production Schedule.”
- Indicate the decarbonization impact of your proposed projects.
- Describe how weatherization projects will be identified and prioritized.
- Describe your workforce plan – use of in-house employees, subcontractors or a combination of both. Provide current staff plan.
- Discuss how weatherization activities will be coordinated with other existing programs administered by the applicant (if that is the case); Include a complete listing of all other programs that WAP will be coordinated with and address the potential impact these programs could have on each other regarding staff time, scheduling and production.
- Provide a schedule that includes training, ramp up, first weatherization services completed, and full production. It is expected that temporary subgrantees selected under this solicitation will be under contract by March 1, 2024, and must complete all production and reporting by March 30, 2025. Be sure the information is consistent with information provided on Exhibit 2, “Weatherization Assistance Program Proposed Budget and Production Schedule.”

- If a team approach is proposed in which the applicant 1) is partnering with another subgrantee or organization to provide services, and/or 2) will be using contract services from an organization or individual, the following information is required:
 - An organization chart and memorandum of understanding illustrating responsibilities between parties and lead agency.
 - List of potential contractors or partners and services that they will provide.
 - Description of method for ensuring contractors or partners meets all requirements.
 - A statement of the contractor’s profile, qualifications, and experience with similar contracts.
 - Description of the method for assuring quality assurance of contractors or partners.

4.4 Statement of Organizational Experience (Attachment D) – (20 points)

Provide a brief narrative that outlines the technical, managerial, and financial capabilities of the applicant. This narrative must be labeled “Attachment D - Statement of Organizational Experience.”

The maximum points attainable for this section will be based on the following rating scale:

<u>Rating</u>	<u>Criteria</u>	<u>Percentage of Points Assigned</u>
Excellent	Clearly demonstrates expertise in all areas	100%
Good	Demonstrates expertise/experience in at least seven of the areas, and has plan for others	75%
Average	Demonstrates expertise/experience in at least six of the areas, and has plan for others	50%
Poor	Demonstrates expertise/experience in at least five of the areas, and has plan for others	25%
Very Poor	Demonstrates expertise/experience in four or less areas	0%
Incomplete	Did not respond to section	0%

Each of the following areas below must be addressed, and relevant experiences over the last three years must be included:

- Related programs or services provided by the applicant.
- Management and delivery structure of the programs or services provided.
- Client complaint resolution policy and procedures.
- Experience providing services to low-income populations.
- Referral and outreach mechanisms used to reach eligible populations.
- Experience providing programs or services in which applicant participated in the performance of energy efficiency activities (including number of units) including audits and building shell improvements.

4.5 Financial Capacity (Attachment F) – (5 points)

Submit evidence of financial management capacity to provide Program services outlined in the Statement of Approach. Information submitted in response to the requirements of this section must be labeled “Attachment F - Evidence of Financial Management Capacity.”

The maximum points attainable for this section will be based on the following rating scale:

<u>Rating</u>	<u>Criteria</u>	<u>Percentage of Points Assigned</u>
Excellent	All information provided and clearly stated – organization appears strong with no financial issues	100%
Good	One item was missing or was inadequate, but organization appears strong with no financial issues	80%
Average	All information was provided and clearly stated, but at least one issue of concern was disclosed	40%
Poor	Two items were missing, or inadequate and organizational strength is unclear	20%
Very Poor	Three items were missing or inadequate, and organizational strength appears weak	0%
Incomplete	Did not respond to section	0%

Response must address each of the following items:

- Description of accounting practices, internal controls, preparation and communication with all necessary personnel for reports/billings; please state whether Generally Accepted Accounting Principles are used. Also, please include a description of all financial software used.
- Copy of the most recent audited financial statements, by division or program, certified by a certified public accountant, including balance sheet and income statement, dated within 12 months of filing.
- Provide a reference from a financial institution including name of financial institution, name of individual, address, and telephone number.
- An assurance that no legal or administrative proceedings are pending and that no proceedings have been concluded adverse to the respondent within the last five years which relate to procurement or performance to any public or private grants, agreements and/or contracts. If no assurance is provided, a list of all such proceedings pending or those concluded adverse to the respondent within the last five years must be attached.
- Assurance that the organization is not in arrears for federal, state or local taxes of any type; that it does not owe any monies to the state for the administration or enforcement of any environmental laws of the state; that it does not owe any other monies to the state that are past due, whether the amounts owed are being contested in a court of law or not; and that there are no outstanding liens, levies, lawsuits or investigations pending of any type. If such acknowledgement cannot be provided, a detailed explanation must be provided.

4.6 Key Personnel (Attachment G) – (5 points)

Provide evidence that the applicant has qualified staff or a plan to put in place necessary staff to perform all aspects of the Program. The applicant must submit on behalf of all contractors that it has plans to include on its team. This material must be labeled “Attachment G - Key

Personnel.” The maximum points attainable for this section will be based on the following rating scale:

<u>Rating</u>	<u>Criteria</u>	<u>Percentage of Points Assigned</u>
Excellent	Existing and experienced staff with capacity to provide all services	100%
Good	Plan which demonstrates ability to provide for all necessary staff to provide all services	80%
Average	Existing and experienced staff with limited capacity (50% availability) to provide for all services, but has Plan to address most all services	40%
Poor	Existing and experienced staff with limited capacity (50%), but no Plan to address all services	20%
Very Poor	Demonstrates less than 50% of required expertise/experience	0%
Incomplete	Did not respond to section	0%

Response must include all the following information:

- List all key personnel that will develop, operate and oversee the Program. For each person, list:
 - Experience, including number of years, in energy management, in a fee for service environment, electric and gas reduction, energy auditing experience, or energy education.
 - Number of years working in the Program or similar programs including the names of the programs.
 - Educational background including any professional licenses held.
 - Certification held by key staff in energy audits, building science, lead safe work, and QCI.
 - Current responsibilities by program and percentage of time committed.
 - List of relevant training attended.
- Attach resumes of key staff.

4.7 Budget/Leverage (Exhibit 2 and Attachment I) – (30 points)

Applicants must show a detailed program budget that corresponds to the information provided in Section 4.5, Statement of Approach. Use Exhibit 2 for the budget and label any supplemental narratives “Attachment I – Supplemental Budget Information.”

The maximum points attainable for this section will be based on the following rating scale:

<u>Rating</u>	<u>Criteria</u>	<u>Percentage of Points Assigned</u>
Excellent	All budget and supporting documentation are provided, budget reflects conformance to the PPM, and evidence leverage of more than two to one. WAP funds to other funding sources	100%
Good	All budget and supporting documentation are provided, budget reflects 75% conformance to the PPM, and evidence leverage of at least two to one of WAP. funds to other funding sources	
Average	All Budget and supporting documentation are provided and budget reflects conformance to the PPM, and evidence leverage of at least one to one of WAP.	50%

	funds to other funding sources	
Poor	Budget and supporting documentation are provided, but less than 20% of total cost is budgeted for materials, and only leverage documented is from in-kind support	25%
Very Poor	Budget and/or supporting documentation is not complete or shows significant deviation from customary pricing standards	0%
Incomplete	Did not respond to section	0%

This information must include:

- A listing of all personnel, including volunteer and paid staff, who will be associated with the Program.
- Cost allocation plan for any space, supplies, or equipment that will be shared with other programs.
- List of all in-kind support that will be utilized.
- List all administrative costs to be charged to the Program (please see the WAP PPM for a discussion of allowable expenses).
- List any financial resources that your organization has available to leverage WAP funded activities in the buildings proposed to be completed under this NOFA. Examples of leveraged resources may include other grant sources, tax credit equity, owner contributions, or in-kind activities. Evidence of any stated financial sources of leverage should be documented.
- List all financial resources that your organization will seek to obtain to leverage WAP funded activities to achieve electrification in the buildings proposed.
- Provide empirical examples of leveraging in previous portfolios.

SECTION 5 – REQUIRED CONTRACT MATERIALS

The following are not required as part of a proposal submission but will be required from successful applicants before a contract is offered.

Standard Clauses for NYS Contracts

- **Non-Collusive Bidding Certification**
- **Non-Discrimination in Employment in Northern Ireland**
- **Procurement Lobbying Provisions and Forms**
- **Consultant Services Forms**

Minority and Women-Owned Business Requirements

Worker’s Compensation Insurance Requirements

Resources

HCR web site: www.hcr.ny.gov

Questions should be directed to the following designated staff: elaine.mahoney@hcr.ny.gov and jonathan.biber@hcr.ny.gov