

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**Weatherization Assistance Program**

**REQUEST FOR PROPOSAL**

**NAME OF GRANT PROGRAM:** Weatherization Assistance Program

**PURPOSE OF PROGRAM:** The Weatherization Assistance Program funded through the U.S. Department of Energy and the U.S. Department of Health and Human Services (LIHEAP Weatherization (LIHEAP WX) and Heating Improvement Program (HIP)) is designed to provide energy efficiency retrofits to low income households in order to lower the cost burden of utilities on those households. The Weatherization Assistance Program consists of three grant programs, USDOE Annual Funds, LIHEAP Weatherization and the Heating Improvement Program. HIP is designed to provide for the upgrading, repairing and replacing of heating systems of low income households. The Weatherization Assistance Program is guided by the approved NJ State Plan for Weatherization Assistance Program by the U.S. Department of Energy and the Codes and Regulations for the Weatherization Assistance Program for low income families as per 10 CFR 440 and Weatherization Policy Notice 13-1. These regulations can be found on [www.waptac.org](http://www.waptac.org). The NJ State Plan can be found on <http://www.state.nj.us/dca/divisions/dhcr/offices/wap.html>.

**AVAILABLE FUNDING:** \$508,167 LIHEAP WX and \$415,773 for Heating Improvement Program (HIP). U.S. Department of Energy funding will be contingent upon approved allocation to New Jersey and will be distributed among the grant recipients selected for LIHEAP WX. HIP grant will be awarded as a match to LIHEAP WX award.

**TARGET AREA:** Atlantic and Cape May County. One grant will be awarded.

**ELIGIBLE APPLICANTS:** Community action agencies, local government or non-profit entities which meet the criteria of the 10 CFR 440.15.

**ELIGIBLE PROGRAM PARTICIPANTS:** In order for a household to be eligible for weatherization assistance it must be determined that the household is either categorically or income eligible for assistance in accordance with 10 CFR 440.22, Weatherization Policy Notice 13-1 and Weatherization Policy Manual Chapter 1, Eligibility. These regulations can be found on [www.waptac.org](http://www.waptac.org).

**ELIGIBLE ACTIVITIES:** The WAP provides energy efficiency retrofits to eligible households. The measures for any single household receiving weatherization services must be supported by an energy audit performed on the unit. The accepted energy audits are EA-QUIP for multifamily dwellings, NEAT for single family dwellings and MHEA for manufactured housing. The maximum allowable average cost per unit is \$6,904.

**GRANT TERM:** July 1, 2013 through September 30, 2014

**QUALIFICATIONS of applicants in order to be considered for funding under grant program:** Successful applicants must:

- Have the experience and the capacity to complete and undertake the program activities.
- Demonstrate knowledge of the New Jersey State Plan for the Weatherization Assistance Program.
- Willingness to obtain required training within 30 to 60 days of award. Training Plan is describe in the 2012 NJ WAP State Plan.
- Ability to accept payment on a reimbursable basis and in accordance with Chapter 3, Grant Payments.
- Be able to identify the individuals or entities that will be responsible for performing energy audits and quality assurance audits. This can be set forth in the “Agency Capacity” section of the application, or as part of the personnel section.
- Demonstrate past experience in performing energy efficiency retrofits or related experience. This information should be set forth in the “Agency Capacity “section.
- Indicate the available vehicles and technical equipment to perform all aspects of the program. Agencies with substantial need to acquire vehicles or equipment will not be discouraged.

**APPLICATION PROCESS:** Applicants must complete and submit the following application forms on SAGE.

- **Agency Capacity:** Describe organization's capacity to deliver this program, with special emphasis on fiscal operations. Applicants must include information on the history and current practice of delivering programs and services. Describe how the organization evaluates the outcomes of the services. Describe how the organization builds the capacity of its staff to deliver these services.
- **Target Population and Outreach Plan:** Describe this program's outreach plan to the target population, other community organizations, and public agencies.
- **Management and Training Plan:** Applicant must provide a plan on how the program will be staffed and the establish training plan outlining how it intends to meet the certifications and training required and established by the Department of Community Affairs as detailed in the 2012 NJ State Plan for Weatherization Assistance Program.
- **Physical Space and Equipment:** Describe the location, design and equipment of the weatherization office including vehicles.
- **Budget:** Provide a proposed budget based on production goals, in accordance with 10 CFR 600, and with the following caps per category.

Administrative	Costs for administrative support such as fiscal staff, Executive Director, office supplies, etc.	5%
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Financial Audit	Costs for agency's Single Audit in accordance with OMB Circular A-133.	2%
Liability Insurance	Required coverage for all work performed with USDOE funds.	2%
Health and Safety	For installation of measures that are necessary to maintain the physical wellbeing of both occupants and or weatherization workers in accordance with 10 CFR Part 440 and the NJ Health and Safety Plan.	14%
Training and Technical Assistance	Costs needed in accordance with the NJ State Plan and agency proposed Training Plan.	5%
Program Support and Weatherization Materials	Salaries, other than administrative salaries, space, utilities, telephone, weatherization materials, contractors, etc. associated with program activities.	Minimum 72%

○ **Required Attachments:**

- IRS Determination Letter
- Staff Resumes
- Board/Government Resolution
- Audit findings for the last 3 years
- Certification Regarding Lobbying
- Certification Regarding Debarment and Suspension
- Organizational Chart
- Corporate By-Laws (required for non-profit only)

**Failure to submit any of the above listed attachments will result in application being disqualified for review and consideration.**

**REPORTING REQUIREMENTS:** Completed units (production) must be submitted via HESWAP by the 10<sup>th</sup> calendar day monthly. Financial Status Reports (FSR) must be submitted by the 15<sup>th</sup> calendar day of the month via SAGE and in accordance with Chapter 3, Grant Payments, of the Weatherization Policy Manual.

**PERFORMANCE OUTCOMES:**

- Completion of production goals.
- Full expenditure of grant funds.
- Timely submission of production and FSRs.
- Successful implementation of training plan.
- Quality Weatherization Work.

**APPLICATION RATING CRITERIA:** A review panel consisting of members of the DCA Staff, Policy Advisory Council and Weatherization Assistance Program staff will review and evaluate the applications based on a 100 point system in the following areas:

- Agency Capacity
- Target Population and Outreach Plan
- Management and Training Plan
- Physical Space and Equipment
- Budget

Past performance of agencies that successfully completed the ARRA grant will be taken into consideration.

**TECHNICAL ASSISTANCE SESSION: May 28, 2013. Attendance is mandatory. Applicants who do not attend the TA session will not be permitted to submit an application.**

**DEADLINE FOR SUBMISSION: June 3, 2013**

**DATE BY WHICH APPLICANTS SHALL BE NOTIFIED: on or about the week of June 14, 2013.**