



September 30, 2021

RE: Request for Expression of Interest (EOI) to become a Weatherization Assistance Program subrecipient for the Kansas Housing Resources Corporation

## **SALUTATION**

Kansas Housing Resources Corporation (KHRC) is requesting expression of interest (EOI) proposals from interested parties to serve as a subrecipient and administer services under KHRC's Kansas Weatherization Assistance Program (KWAP). Historical annual funding growth coupled with potential future funding increases create this potential need for KHRC to add additional service providers for the program. Existing subrecipients need not respond to this EOI.

Funding for the KWAP comes from the federal Department of Energy (DOE) grant, the Low-Income Energy Assistance Program (LIEAP) Weatherization grant, and is combined with additional federal, state, local, and utility funding as available. All combined, PY2021 funding for the entire state and all subrecipients exceeds \$9 million dollars and future growth is anticipated.

## **TIMELINE:**

KHRC is currently in the discovery process and is seeking to learn if existing or new KHRC partners with previous federal grant administration experience would be interested in becoming a KWAP service provider within the state.

**EOI's are requested by November 12, 2021.**

Upon receipt, KHRC will review the EOI and reach out to interested parties to further discuss the potential and determine if partnering is beneficial for program expansion. Ultimate subrecipient selection will be based on the results of a full RFP and public hearing in accordance with 10 CFR 440.15. Timing of full RFP and public hearing are TBD but with the goal of entering into contracts by spring or summer of 2022.

EOI respondents may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a contract with KWAP.

## **ABOUT KHRC**

KHRC's mission is to address the housing issue for the citizens of Kansas, by administering essential programs that allow communities and service organizations to help Kansans find the safe, affordable housing they need and the dignity they deserve. KHRC is a self-supporting, nonprofit, public corporation which serves as the primary administrator of several federal programs for the State of Kansas. Formerly the Division of Housing within the Kansas Department of Commerce and Housing, Executive Reorganization Order No. 30 and 2003 Kansas Senate Bill No. 285 transferred the organization to become a division within the Kansas Development Finance Authority (K DFA). In 2003, KHRC became a subsidiary corporation of K DFA.

KHRC administers a variety of federal and state housing programs. Its website at [www.kshousingcorp.org](http://www.kshousingcorp.org) provides additional information on the corporation and its programs.

## **ABOUT KWAP**

KWAP, funded through DOE, LIEAP, and other state and utility funding sources, provides housing improvements that increase energy efficiency in income-eligible single- or multi-family dwellings, including manufactured homes.

To qualify, households may have incomes up to 200% of the federal poverty level. If anyone in the household has received TANF, SSI, or LIEAP utility assistance in the last twelve months, the household automatically qualifies. The target groups for this program are households including persons who are elderly, persons with disabilities, families with children, high energy users, and high energy burdened homes. Additional individual and housing eligibility rules apply. These rules can be found in program requirements detailed in the current Kansas State Plan and Subrecipient Procedure Manual. These, and other information on the program, can be found on the KWAP website here: <https://kshousingcorp.org/weatherization-assistance/>

Community Action Agencies (CAA) or other public or private not-for profit entities may apply for weatherization grants from KHRC and provide the weatherization services. Due to the high technical investment and expertise required to operate the program, grants are generally continued from year to year upon mutual agreement and in the absence of compliance or production issues. It is anticipated that agencies with little or no previous weatherization administrative experience may require one to two years of 'ramping up' and training before full weatherization services, and associated full grant award amounts, are feasible. Administrative and training dollars are anticipated to be available during this ramping up period.

## **SUMMARY OF SERVICES REQUIRED FROM KWAP SERVICE PROVIDERS**

The State of Kansas Weatherization Assistance Program is designed to help low-income residents save energy and money while increasing the comfort of their homes while ensuring their health and safety.

Duties expected of eligible service provider would include:

- Create an appropriate program crew or set of contractors, including any subcontract arrangements, for installation of program measures in eligible households.
- Establish or adopt existing policies, procedures, information systems, inventory control, work schedules and other necessary means for organizing the program.
- Adequately publicize program availability to the low-income target population so that potential beneficiaries are reasonably informed of the program. Including, in particular, low-income persons who are elderly, disabled or children within the designated geographic service area.
- Receive applications, certify income eligibility, determine recipient priority, conduct unit energy audits/assessments following established KWAP rules and regulations and required diagnostic equipment (i.e., blower-doors, combustion appliance testing, mechanical ventilation testing), develop eligible work scopes based on energy audit results (REM/Design) and eligible health and safety and incidental repairs for each home, and report expenditures. Energy audits must be completed by certified Kansas weatherization individuals.
- Procure goods or services for the completion of eligible weatherization measures.
- Arrange for agency crew or contractors to perform weatherization.
- Work on eligible households in accordance with the Kansas SWS Field Guide.
- Inspect the completed work on each house by a certified individual. DOE funded homes must be post inspected by a Building Performance Institute (BPI) Certified Quality Control Inspector (QCI).
- Perform required record keeping as required by DOE, 10 CFR Part 440 and by 2 CFR 200 and participate in audits and the examination of subrecipient books and records as may be required by KWAP or any State or Federal government agency under this program.
- Submit monthly and timely financial and programmatic reports to KWAP through the online Hancock data management system provided by KHRC.
- Limit expenditures for administrative purposes to no more than the KWAP authorized percentage of funds granted under this program.
- Meet and maintain staff credentialing requirements as required by the Subrecipient Procedure Manual and through the KHRC/KWAP management and BPI.

In order to meet WAP protocols, all local Weatherization Assistance Programs in the State of Kansas are required to use and follow the most current Kansas Weatherization State Plan, Subrecipient Procedure Manual, and the Kansas SWS Field Guides. Additionally, all subrecipients are required to use the data reporting tool provided by KWAP.

New subrecipients are anticipated to have service territories and allocations that follow an agreed upon 'ramp up' schedule.

Joint proposals submitted on behalf of two or more agencies to jointly act as service providers will be considered as long as the proposal provides adequate information to explain the division of duties and provides complete information for all respondents.

## **BUDGET CONSIDERATIONS**

Subrecipient annual funding allocations have been historically based on the counties they serve. Each county's percentage share of the total funding is calculated using the 200% FPL data from the 5-year American Community Survey.

Each Weatherization funding source has its own unique rules and regulations and budget nuances and categories, but the following budget generalization may be beneficial. See the Subrecipient Procedure Manual for additional information and definitions.

- Administration: Typically, between 5-7.5% of the total award may be used for admin costs.
- Program Support: A budget category to cover direct employment costs of personnel directly related to the operation of the Program, work related travel and tools, as well as allocated costs for space, utilities, and supplies. Typically, between 25-32% of the total award.
- Material, Labor, and Health and Safety: Direct expenses reported per home for eligible upgrades to weatherized homes. Average direct expenditure per home \$6000-\$7500. Makes up the bulk of the budget.
- Liability Insurance and Financial Audit budget categories are special carve outs to help reduce administrative costs.
- Training and Technical Assistance (T&TA): A unique budget category for only the DOE grant that allows for the training of staff and associated expenses. Typically, 7-14% of the total award.

## **PROPOSAL SUBMISSION**

All eligible entities wishing to be considered must submit an EOI proposal containing the following:

- Complete the agency cover sheet included within this EOI as Attachment 1.
- Complete the proposal form included within this EOI as Attachment 2.

- Submit as a single PDF attachment to an email sent to [skuhn@kshousingcorp.org](mailto:skuhn@kshousingcorp.org), Scott Kuhn, Senior Weatherization Program Manager, Kansas Housing Resources Corporation. The email's reference line should clearly identify the attachment as a Proposal for Weatherization Service Provider.

Completed proposals must be submitted November 12, 2021.

- The electronic response is a formal submission and KHRC has the right to rely on the representations made by the applicant.
- The proposal may be withdrawn by the applicant any time before the deadline by notifying KHRC by email.
- Applicants shall notify KHRC immediately if conflicts or ambiguities in this EOI are discovered.
- The cost of developing and submitting the proposal is entirely the responsibility of the applicant. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract and other costs associated with responding to the EOI. All responses will become the property of KHRC and will be a matter of public record subsequent to signing of the contract or rejection of all proposals.

#### **GENERAL INFORMATION**

Thank you for your review of this EOI. We look forward to receiving your response. Any questions about this RFP may be directed to Scott Kuhn, Senior Weatherization Program Manager, at [skuhn@kshousingcorp.org](mailto:skuhn@kshousingcorp.org) or 785-217-2048.



KANSAS WEATHERIZATION ASSISTANCE PROGRAM EXPRESSION OF INTEREST

AGENCY COVER SHEET

**Program:** Weatherization Assistance Program

**Name of Applicant Agency:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**City/State/Zip+4:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**DUNS Number:** \_\_\_\_\_

**Contact Individual for Matters  
Related to This Application:** \_\_\_\_\_

**Contact's Phone No.:** \_\_\_\_\_

**Contact's E-Mail Address:** \_\_\_\_\_

This expression of interest to explore the potential of becoming KWAP service provider for Kansas Housing Resources Corporation has been authorized by the governing body. We certify we are a CAA or other public or nonprofit entity. We further certify we have not been disbarred or suspended from doing business with the federal government. We further certify that, to the best of our knowledge, all representations made in this application are true and correct.

Attest:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



## EXPRESSION OF INTEREST PROPOSAL

To become a subrecipient of Kansas Housing Resources Corporation to administer the Kansas Weatherization Assistance Program. A brief paragraph per question shall generally serve as adequate introductory information. A full RFP proposal will be sought if this EOI proposal is deemed beneficial for KWAP expansion and feasible.

### Section I. General Information Regarding the Applicant.

1. Please provide a description of the applying public or non-profit organization, including purpose, history, structure, and current operations.

Response:

2. Please provide a list of federal grants managed by your organization and the length of time the organization has administered each program.

Response:

3. Please provide a description of the organization's qualifications, including length of experience in providing services and expertise in the field of weatherization work or similar housing or direct service programs (energy conservation programs, housing renovations, housing development, etc).

Response:

4. Please provide a description of the organization's experience in assisting low-income persons.

Response:

5. Please explain the organization's interest in administering the weatherization program.

Response:

6. Please explain where weatherization services could be provided. Detail where operations could be based, and which counties could be served (separate initial ramp-up vs long term goals if necessary).

Response:

Submit the proposal as a single (PDF) to [skuhn@kshousingcorp.org](mailto:skuhn@kshousingcorp.org). Proposals must be received no later November 12, 2021.