



June 22, 2023

RE: Request for Proposal (RFP) to become a Weatherization Assistance Program subrecipient for the Kansas Housing Resources Corporation

SALUTATION

Kansas Housing Resources Corporation (KHRC) is seeking a request for proposals (RFP) from interested parties to serve as a subrecipient and administer services under KHRC's Kansas Weatherization Assistance Program (KWAP). Prospective subrecipient(s) will have territorial coverage of Shawnee, Jackson, Nemaha, Jefferson, Leavenworth, Atchison, Brown, and Doniphan counties.

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, PY2022 funding for the 8-county territory exceeds \$900,000 dollars and future growth is anticipated.

Nearly \$32 million dollars in additional funding has been made available for the state of Kansas through DOE's WAPBIL over the next five years, with the potential for extensions if necessary. The 8-county territory's share of this award exceeds \$2.6 million dollars.

TIMELINE:

Respondents applying to this proposal will follow the following time:

07/06/2023 -RFP Release Date

07/20/2023 – Deadline to submit questions or requests for additional information.

08/04/2023 - Submission Deadline by 3pm.

08/11/2023 - Review new Subrecipient Proposals.

08/31/2023 - Public Hearing to Propose new Subrecipient and receive public comment.

September 2023 - Enter new contracts with selected subrecipient(s)

Proposals are requested by August 04th, 2023.

Upon receipt, KHRC will review the Proposal and reach out to interested parties to further discuss the potential and determine if partnering is beneficial for program delivery. However,

this RFP does not commit or obligate KHRC to enter into any agreement with any Respondent. KHRC reserves the right to accept or reject any Proposal submitted in response to this Request.

KHRC's selection of a subrecipient will include, but not be limited to, the following considerations in accordance with 10 CFR 440.15(a)(2):

- i. The subrecipient's experience and performance in weatherization or housing renovation activities.
- ii. The subrecipient's experience in assisting low-income persons in the area to be served; and
- iii. The subrecipient's capacity to undertake a timely and effective weatherization program.

Ultimate subrecipient selection will be based on KHRC's review of the full Proposals submitted and public hearing in accordance with 10 CFR 440.15. The public hearing will be held on 8/31/2023 with the goal of entering contracts in September 2023.

RFP respondents apply at their own expense and may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a contract with KWAP. KHRC will not reimburse any Respondent for any expenses incurred in connection with this Request. Each Respondent will be responsible for all costs incurred and related to its Proposal, including, but not limited to, preparing the initial response, and providing any additional information requested by KHRC.

ABOUT KHRC

KHRC's mission is to address the housing issues facing 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. Codified at K.S.A. 74-8901 *et. seq.*, KHRC is a self-supporting, nonprofit, public corporation which serves as the primary administrator of several federal and state housing programs for the State of Kansas.

KHRC's website at www.kshousingcorp.org provides additional information on KHRC 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 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 providing 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

KWAP is designed to help low-income residents save energy and money while increasing the comfort of their homes and ensuring their health and safety.

Duties expected of eligible service provider would include:

- KHRC will not accept proposals that do not have all 8-counties serviced. Joint proposals submitted on behalf of two or more agencies to jointly function as service providers will be considered if the proposal provides adequate information to explain the division of duties and provides complete information for all respondents.
- Create an appropriate program crew or set of contractors, including any subcontract arrangements under appropriate subcontractor agreements, 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 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 with 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.

To meet WAP protocols, all local Weatherization Assistance Programs in the State of Kansas are required to use and follow the most current [Federal Regulations](#), [Kansas Weatherization State Plan](#), [Subrecipient Procedure Manual](#), and the [Kansas SWS Field Guides](#), and are [required to stay informed regarding any changes to the same](#). 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.

BUDGET CONSIDERATIONS

Subrecipients' annual funding allocations have been historically based on the counties the Subrecipients 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 in preparing a proposal. 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 related to the operation of the Program, work related travel and tools, as well as allocated costs for space, utilities, and supplies. Typically, between 25-35% 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.
- Maximum limit provided by allocation formula annually.

PROPOSAL SUBMISSION

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

- Complete the agency cover sheet included within this RFP as Attachment 1.
- Complete the proposal form included within this RFP as Attachment 2.
- Submit as a single PDF attachment to an email sent to tylerw@kshousingcorp.org, Tyler Wilson, 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 by August 04th, 2023.

- 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 RFP are discovered.
- Applicants agree and understand that KHRC may interview none, one, some, or all of the applicants who submit a proposal. Proposals may be evaluated, and the award of a final contract may be granted, with or without discussions and/or negotiations with Respondents. KHRC reserves the right to request additional information from any or all applicants at no cost to KHRC. Negotiations by KHRC will not be deemed a counteroffer or a rejection of any proposal.
- By submitting a response to this RFP, each applicant agrees that, in the event it is selected, it will enter good faith negotiations with KHRC in pursuit of an acceptable final contract. KHRC, in its sole discretion, may incorporate any and all terms and conditions included in this RFP, the applicant's response, and any additional provisions required by KHRC into the final contract. This RFP does not commit or obligate KHRC to enter into any contractual agreement with any Respondent.
- 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 RFP.

- All responses will become the property of KHRC and may be subject to public disclosure pursuant to the Kansas Open Records Act.
- Applicants are submitting a proposal for a program operating with Federal Grants where no income is allowed. All equipment purchased with grant funding remains the property of the Federal Government.
- KHRC may also consider whether the applicant or any of the applicant's subcontractors are small businesses or entities certified as minority-owned business enterprises (MBE) or woman-owned business enterprises (WBE) by the State of Kansas or another certifying agency. KHRC encourages subrecipients to provide that information, including any documentation showing any certifications, with their proposals.

KHRC reserves and may exercise one or more of the following rights and options regarding this RFP:

- Reject all proposals.
- Seek additional proposals.
- Request from one or more applicants any additional information as determined necessary by KHRC.
- Enter negotiations and subsequently enter a final contract with the successful applicant or enter into multiple contracts with multiple applicants.
- Choose not to award any contract under this RFP.
- Add to, delete, modify, or enlarge this RFP, including but not limited to, revisions to any specifications and/or the scope of work, or any terms or conditions.
- Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP.
- Cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
- Conduct credit checks and investigations as to the qualifications of each applicant at any time prior to the award of a contract; and/or,
- Extend deadlines or otherwise modify the required schedule at its sole discretion.

GENERAL INFORMATION

Thank you for your review of this RFP. We look forward to receiving your response.

All questions and requests for additional information must be submitted in writing via email by July 20, 2023, and should include a subject line of "KHRC Request to become a Weatherization Assistance Program subrecipient inquiry." Questions should be submitted to:

Tyler Wilson
 Weatherization Program Manager
tylerw@kshousingcorp.org

For transparency and to prevent any real or perceived unfair advantage, all questions or requests for additional information submitted to KHRC regarding this RFP and the corresponding answers will be made available to all applicants.



KANSAS WEATHERIZATION ASSISTANCE PROGRAM REQUEST FOR PROPOSAL

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 request for proposal is 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



REQUEST FOR 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 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, resumes of individuals that will be directly involved in running the program, current operations, and an application approval statement from the board.

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.). Please provide the most recent monitoring reports from any other grant funded programs.

Response:

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

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:

7. Please provide information about how the program will be organized and structured. Include existing personnel or new positions that will need to be created or filled. Include positions such as: executive director, weatherization coordinator or director, fiscal officer, intake specialist or administrative staff, and field staff/inspectors who could work or charge time to the weatherization program.

Response:

8. Identify if a crew or contractor-based operation would be utilized. Identify if you have any already established housing contractor partnerships already in place and list potential contractors and/or what type of contracted services would be required (inspection, work, HVAC, QCI, etc.). Include an estimate of percentage of work performed by contractors vs. in house crews/inspectors, etc. Please also state whether any of the subcontractors identified are small businesses, MBEs, or WBEs.

Response:

9. Please provide a brief narrative of the organization's current capacity to establish and launch a new weatherization program. Outline any general steps and associated timelines necessary to effectively hire, train, and certify staff for the effective delivery of weatherization services. Include any ramp up activities. Provide any information about pieces that may already be in place and which parts may take time to develop.

Response:

10. Please provide information about proposed program costs. Identify major cost items, including staff compensation to be paid from weatherization, fringe benefits, travel costs, equipment, materials/supplies, rent/facilities, contracted costs, etc.

Response:

11. Please provide the most recent Single or Financial Statement Audit, agency wide financial policies and procedures, and indirect cost rate or allocation plan.

Response:

Submit the proposal as a single (PDF) to tylerw@kshousingcorp.org. Proposals must be received no later August 04th, 2023.

