



**OKLAHOMA**  
**Commerce**

Weatherization Assistance Program  
(Department of Energy)

&

Low Income Home Energy Assistance Program Weatherization  
(Oklahoma Department of Human Services)

**REQUEST FOR WEATHERIZATION PROGRAM SERVICE PROVIDERS**  
**Weatherization Pathway Forward**  
November 2022

**Community Development Division**  
**900 N. Stiles Ave.**  
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**800-588-5959**  
**[okcommerce.gov](http://okcommerce.gov)**

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# REQUEST FOR APPLICATION

## Weatherization Assistance Program Service Providers

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### 1. INTRODUCTION & STATEMENT OF PURPOSE

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The Oklahoma Department of Commerce (ODOC) has been responsible for the administration of the Department of Energy Weatherization Assistance Program (DOE WAP) and the Oklahoma Department of Human Services Low Income Home Energy Assistance Weatherization Program (LIHEAP WX) since 1977. DOE's WAP mission is to "reduce costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety."<sup>1</sup> This mission is shared by ODOC and LIHEAP WX. ODOC currently contracts with 8 (eight) non-profit service providers to serve Oklahoma counties' low-income eligible families with weatherization services in residential single-family units and mobile homes. All current Subgrantees and current Oklahoma service areas are illustrated on this [map](#).

All weatherization work and services provided to eligible households must be completed in accordance with DOE WAP regulations and as prescribed in the

1. [ODOC Weatherization Operations Manual](#)
2. [Policies and Procedures for Energy Audits](#)
3. [Oklahoma Weatherization Field Guides](#)
4. [All ODOC Weatherization Program Notices](#)
5. [ODOC's DOE Approved State Plan for PY2022](#) (or most current year)
6. Most current [Contract Part II](#) (DOE WAP & LIHEAP WX)

In recent years, due to workforce capacity and increasing technical requirements, multiple counties in Oklahoma have been without weatherization services. ODOC, in collaboration with the current non-profit service providers (Subgrantees), developed a [Weatherization Pathway Forward](#) plan, to restructure the weatherization service areas and allocation formula in a more efficient way to better serve the service providers and Oklahoma families. ODOC is issuing this Request for Application (RFA) to procure qualified weatherization assistance program service providers to administer ODOC's high quality weatherization services to low-income families according to the new weatherization [regional service areas map](#) for at least the next five years (January 1, 2023 – March 30, 2028). At the end of the five-year period, ODOC will reevaluate current program performance and determine whether a re-bid of the service areas is warranted.

With this RFA, applicants are being asked to demonstrate their ability to plan for, budget, and implement a hypothetical regional weatherization program for the ***anticipated future 2023*** DOE WAP and LIHEAP WX funding (operating from April 1, 2023 – March 31, 2024). Each application will be scored based on the Scoring criteria outlined in Section 5. The highest scoring applicants will be designated as their region's authorized weatherization service provider. ODOC will send notification to all applicants as soon as possible, announcing the new regional weatherization service providers.

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<sup>1</sup> For more information and mission reference: <https://www.energy.gov/eere/wap/about-weatherization-assistance-program>  
Community Development

An authorized ODOC regional weatherization service provider designates a sole entity the ability to apply for the following list of anticipated funds for their region. Additional funds may be qualified in the future.

1. DOE WAP PY23 (April 1, 2023 – March 30, 2024)
2. DHS LIHEAP PY23 (April 1, 2023 – March 30, 2024)
3. DOE WAP PY24 (April 1, 2024 – March 30, 2025)
4. DHS LIHEAP PY24 (April 1, 2024 – March 30, 2025)
5. DOE WAP PY25 (April 1, 2025 – March 30, 2026)
6. DHS LIHEAP PY25 (April 1, 2025 – March 30, 2026)
7. DOE WAP PY26 (April 1, 2026 – March 30, 2027)
8. DHS LIHEAP PY26 (April 1, 2026 – March 30, 2027)
9. DOE WAP PY27 (April 1, 2027 – March 30, 2028)
10. DHS LIHEAP PY27 (April 1, 2027 – March 30, 2028)

Authorized ODOC regional weatherization service providers will also be entitled to apply for WAP Bi-Partisan Infrastructure Law (WAPBIL) Funding for their region.

1. WAPBIL (October 1, 2022 – December 30, 2026)

A separate award letter for each funding opportunity above will be sent to all newly authorized regional weatherization service providers, once the funding opportunity is available. The WAPBIL award letter will be sent almost immediately following regional designation. The WAPBIL award letter will ask newly authorized providers to replace their hypothetical 2023 DOE budget (submitted as part of the Pathways Forward Application in OKGrants) for the new WAPBIL allocation.

Authorized providers will be invited to submit another OKGrants application in Spring of 2023 for DOE WAP and DHS LIHEAP 23 funding, once ODOC receives funding from the sources.

**IMPORTANT** - There will be an option for awarded applicants to claim any allowable expenses (within the contract dates), used to proactively ramp up their agency in preparation for WAPBIL. Initial contracts will be available retroactively from October 1, 2022 – December 30, 2026. After December 30, 2026, remaining contract funds will be reevaluated and distributed to high performing agencies for a possible 1 (one) - 6 (six) additional months (via a contract extension).

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## **2. DEFINITIONS**

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**Applicant** – The term applicant will be used to describe the entity that applies to this RFA in OKGrants, who desires to enter into a contractual agreement with ODOC. The term applicant will be used interchangeably with service provider, Subgrantee, authorized weatherization service provider, and agency.

**BPI** – The Building Performance Institute is the certification and standard setting organization for home performance professionals. All WAP workers who work inside a client home (Energy Auditors, Retrofit Installers, Crew Leaders, and Quality Control Inspectors) must be trained or supervised by someone who has been trained according to BPI standards, although only Quality Control Inspectors are required to have a BPI certification at this time.

**Community Needs Assessment** – a community needs assessment or CNA is a process of identifying the needs and existing/non existing resources of a community.

**Energy Projects Specialists** – Energy Project Specialists are employed by the State of Oklahoma on part of ODOC’s Energy Team. A specialist is assigned to each Subgrantee or awarded applicant to provide training and technical support as well as monitor for compliance.

**Energy Efficiency Quality Assurance Specialist** – This is a job position at ODOC on the Energy Team, also known as the State Tech or State Technical Officer, or State QCI. The EEQA Specialist holds a BPI Quality Control Inspector and BPI Energy Auditor certification and conducts onsite technical inspections of homes weatherized as well as provides training and technical assistance.

**ODOC** – the Oklahoma Department of Commerce. ODOC is the State Grantee for DOE WAP funding from the US Department of Energy and DHS LIHEAP WX.

**ODOC’s Weatherization Operations Manual** – ODOC’s Weatherization Operations Manual is a set of mutually agreed upon programmatic implementation procedures established between ODOC and service providers that the Energy Project Specialist and Energy Efficiency Quality Assurance Specialist will be required to use when monitoring service providers for compliance with ODOC policies. It is also the manual that trainers must reference and cite and ensure compliance with when teaching Oklahoma specific policies and procedures. The most current manual, called the Weatherization Operations Manual, can be accessed here: <https://www.okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf>. This manual will be updated annually as needed.

**Oklahoma Weatherization Field Guide** – is the Field Guide that service providers are required to use. There is one for both Single Family Units and Mobile Homes. The guide aligns Standard Work Specifications with DOE allowable measures and ODOC policies. The most current field guide can always be found on our ODOC website [here](#).

**OKGrants** – OKGrants is ODOC’s grant management system for reporting, payment, and monitoring.

**Service Providers** – Service providers are public or non-profit entities. See Section 3 for definition of a qualified service provider.

**WAPBIL** – the Weatherization Assistance Program Bi-Partisan Infrastructure Law provides Oklahoma with \$42,330,032 more in WAP funding to weatherize additional homes.

**WAPLINK** – WAPLINK is a data information system that collects and reports relevant data for the weatherization program for ODOC and its Subgrantees.

**WX Program Year** – The annual Weatherization Program, funded by the United States Department of Energy (DOE) and the Oklahoma Department of Human Services (LIHEAP WX) runs April 1 – March 31 for Oklahoma. However, the WAPBIL grant, a one-time infusion of additional funds through the Bi-Partisan Infrastructure Law, will operate from October 1, 2022, through December 31, 2026 (with extensions possible).

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### 3. SERVICE PROVIDER QUALIFICATIONS (ELIGIBLE APPLICANTS)

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Eligible applicants for this grant must meet [10 CFR 440](#) qualifications. ODOC has a Federal mandate to ensure that all service providers awarded Federal funds must meet the following [10 CFR 440.15](#) criteria:

- 3.1 Each Subgrantee is a Community Action Agency or a public or nonprofit entity
- 3.2 Each Subgrantee is selected on the basis of public comment received during a public hearing conducted pursuant to 440.14 regarding:
  - 3.2.1 The Subgrantee's experience and performance in weatherization or housing renovation activities.
  - 3.2.2 The Subgrantee's experience in assisting low-income persons in the area to be served; and
  - 3.2.3 The Subgrantee's capacity to undertake a timely and effective weatherization program.
- 3.3 In selecting a Subgrantee, preference is given to any CAA or other public or nonprofit entity which has, or is currently administering, an effective program under this part or under title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:
  - 3.3.1 The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
  - 3.3.2 The quality of work performed by the Subgrantee;
  - 3.3.3 The number, qualifications, and experience of the staff members of the subgrantee; and
  - 3.3.4 The ability of the Subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.
- 3.4 ODOC must ensure that the funds received under this part will be allocated to the entities selected in accordance with above, such that funds will be allocated to areas on the basis of the relative need for a weatherization project by low-income persons.

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### 4. SUMMARY APPLICATION INSTRUCTIONS

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- Step 1. Initiate an application in OKGrants.
- Step 2. Complete the **Applicant Information**.
- Step 3. Complete the **Budget** (See section 2.5 for detailed instructions). This is completed in two parts (as a Form in OKGrants and as an Upload).
- Step 4. Complete the **Management Plan**.
- Step 5. **Upload** all required documents (see page 13 for checklist).
- Step 6. Complete the **Audit** section.
- Step 7. Submit the completed application in OKGrants by the deadline.

NOTE ODOC will be releasing a prerecorded application instructional video for this RFA with 7 business days of the RFA's release. It will be posted on ODOC's website.

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## 5. STEP 1 - INITATING THE APPLICATION IN OKGRANTS

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- 5.1 To respond to this Request for Application (RFA), please go to OKGrants (<https://grants.ok.gov>), under Available Opportunities, to initiate and apply for the WAPBIL 2022.
- 5.1.1. If this is the first time accessing OKGrants, follow the instructions at the “[Agency Administrator Registration page](#)” to acquire a login to OKGrants.

### **ODOC Weatherization - WAPBIL 2022 for ODOC Test Org**

#### **Offered By:**

Oklahoma Dept of Commerce

#### **ODOC Application Availability Dates:**

03/23/2022-03/31/2025

#### **ODOC Application Period:**

03/23/2022-03/31/2025

#### **ODOC Application Due Date:**

12/31/2024

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## 6. STEP 2 – APPLICANT INFORMATION

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- 6.1 Complete the applicant’s name by filling out the organization name (the name the entity is doing business as).
- 6.2 Enter the mailing address.
- 6.3 Enter the city and state.
- 6.4 Enter the county the main office is located at.
- 6.5 Enter the main work number and fax number
- 6.6 Enter the main contact email address.
- 6.7 Enter the Federal Employer Identification Number (FEI)
- 6.8 Enter the entity’s Unique Entity Identifier.

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## 7. STEP 3 - BUDGET

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- 7.1. There are TWO budgets that must be submitted as part of this application process.
- 7.1.1. The first budget is for DOE WAP 2023 funding. Use the OKGrants Detailed Budget Line Item to complete this Budget.
- 7.1.2. The second budget is for DHS LIHEAP 2023 funding. Please use a Budget Form [Appendix B] to submit this budget and upload it in the Uploads link in OKGrants. DO NOT include in the total amount in the Detailed Budget Line Item. Use the instructions below to complete the Budget Forms.
- 7.2. Use Appendix A to determine the anticipated total budget (award) amounts for both DOE and DHS for the desired Region your agency is applying for. Please note that this is an estimated total budget, based on current knowledge and the total final award may change.

- 7.2.1. Note that Administration is awarded at a capped amount.
  - 7.2.2. Training and Technical assistance is not included in the Appendix, but Training and Technical Assistance dollars will be available to all awarded Subgrantees.
- 7.3. **PROGRAM OPERATIONS** – These funds must be budgeted at no more than an Average Cost Per Unit (ACPU) of \$8,009 for DOE WAP and \$9,500 for DHS LIHEAP. Cell E7 on the Budget Form [Appendix B] will automatically update the Average Cost Per Unit as the budget is completed. Use this budget line item to budget and expense any cost category that used to be within Program Support, including the following:
- 7.3.1. Any salary and fringe for any crew-based Crew Leader, Energy Auditor, QCI, or Retrofit Installer doing work on site in a client home.
  - 7.3.2. Funds can also be used for staff salary and fringe for employees within the applicant’s WAP program not working directly on installing, auditing, or inspecting work completed in a home, but critical to the completion of the home or grant performance, for example, the Program Manager, Intake or Administrative and Accounting Staff, Executive Director, etc.
  - 7.3.3. Salary and fringe for staff attending classroom, conference, or online training can also be charged here IF training funds are exhausted.
  - 7.3.4. Labor for any work completed by a subcontractor of any type (another service provider HVAC, roofing, insulation installer, etc.).
  - 7.3.5. Transportation expenses used to transport weatherization materials, tools, equipment, and work crews to a storage site and to the site of weatherization.
  - 7.3.6. The cost of maintenance, operation, and insurance of vehicles used to transport weatherization materials.
  - 7.3.7. The cost of tools and equipment purchases or leases (less than \$5,000 OR those that are greater than \$5,000 that the agency does not wish to amortize) are eligible expenses for this budget line item.
    - 7.3.7.1. The cost of maintenance of tools and equipment is an eligible cost. Tools and equipment purchased with Federal dollars must be maintained as per manufacturer’s specifications.
    - 7.3.7.2. Please note that the full budgeted/purchase price of these items are immediately calculated into the ACPU.
  - 7.3.8. Storage costs of weatherization materials, tools, equipment, and weatherization vehicles are all eligible.
    - 7.3.8.1. **NOTE: No leases may be pre-paid that exceed the end of the grant period.**
    - 7.3.8.2. Utility costs at a storage facility or unit only (heat, light, water) are allowable.
    - 7.3.8.3. Service providers may use this budget category to retrofit the storage facility.
      - 7.3.8.3.1. Service providers must submit a request to the Energy Efficiency Quality Assurance Specialist to receive written approval prior to beginning a retrofit of any storage facility.



- 7.3.9. General office supplies can be budgeted here, provided the costs follow a cost allocation plan. Eligible costs may include (but are not limited to): Space rental/lease, utilities, telephone, paper, internet, copier, etc.
- 7.3.10. All materials (calculated as part of ACPU) are eligible to be charged to Program Operations. See [Appendix A](#) and [ODOC's Policy and Procedures for Energy Audits](#) for allowable energy conservation measures. Allowable health & safety measures must be charged to health and safety and not to materials.

7.4. **HEALTH AND SAFETY** – Budget no more than 17% of the Average Cost Per Unit or \$1,361.53 per home (\$8,009 x 17%) (or Total Program Operations divided by total homes planned to be completed). Only the maximum threshold of 17% of the ACPU is allowed at the time of application; however, an additional percent increase may be requested later in the contract period.

- 7.4.1. Allowable health and safety materials (see DOE approved H&S Plan) and the cost of labor to install the materials can be budgeted in this Cost Category.
- 7.4.2. Health and Safety training is NOT an allowable cost under H&S. H&S Training must be charged to the Training budget line item.

7.5. **FINANCIAL AUDIT** – Determine how much financial audit your agency needs to request. The agency's financial audit to meet [Uniform Grant Guidance](#) requirements is budgeted here. The cost must be cost allocated as per the agency's cost allocation plan.

7.6. **INSURANCE** (excluded from ACPU) All Grantees and Subgrantees must be covered by liability insurance. Liability insurance refers to the general contractor, or other policies that provide protection in case of personal injury or property damage resulting from the weatherization services. Liability insurance can be charged to the liability category in the budget, which was created to ensure that such costs would not have to be charged to the administrative cost category.

7.6.1. Liability and other types of agency insurance may be budgeted here, if it is cost allocated as per the agency's cost allocation plan.

7.6.2. Liability insurance policies generally do not provide for many health and safety measures, especially lead in the form of lead-based paint and other hazardous conditions that might be caused or exacerbated by weatherization activities. Grantees and/or Subgrantees may purchase Pollution Occurrence Insurance (POI) as a part of, or an addendum to, general liability insurance and the costs may be included in the liability insurance category. The policy cannot exclude lead if DOE funds are used to purchase the policy. If

EXAMPLE PROGRAM OPERATIONS BUDGET CALCULATION

Program Operations Region Allocation (from Appendix A) - **\$300,000**

$\$300,000 - \$1,000 \text{ (Audit)} - \$5,000 \text{ (Insurance)} = \$294,000$

$\$294,000 / \$8,009 = 37 \text{ homes minimum}$

$37 \times \$1,361.53 = \$50,376.61 \text{ Health \& Safety Budget (17\% of ACPU)}$

$\$294,000 - \$50,376.61 = \$243,423.39 \text{ Materials \& Program Support}$

$\$243,423.39 / \$8,009 = 31 \text{ homes that must be weatherized}$

applicants do not obtain POI coverage and damage occurs or there is disturbance to any other environmental pollutants, the cost of remediation, clean up, relocation, medical expenses, or any other resulting costs may not be charged to DOE Weatherization and must be covered by another funding source.

- 7.6.3. For all budget line items, make sure to include a brief justification for the budgeted expenses in Column C of the Budget Form [Appendix B].
- 7.7. **ADMINISTRATION** - Administrative funds may be used to cover staff and fringe costs (for example, accounting staff, human resources staff).
  - 7.7.1. Any other expenditures that are allowable under a different weatherization budget line item may be charged to administrative.
  - 7.7.2. Indirect costs are allowed if the agency has a federally approved indirect cost rate. See [2 CFR 200.414 Indirect \(F&A\) costs](#) for more information.
- 7.8. **VEHICLE & EQUIPMENT OVER \$5,000** (not immediately calculated into ACPU)
  - 7.8.1. Include the full purchase price of a vehicle acquisition in this line item. Once awarded, any Vehicles desired to be purchased will need to be formally requested through submission of a [Vehicle Acquisition Request Form](#). A vehicle may NOT be purchased without DOE and ODOC prior written approval.
  - 7.8.2. It is important to note that the acquisition cost of any vehicles and equipment over \$5,000 will NOT be calculated into the cost of the ACPU. The amortized cost of the vehicle will be included in the cost of the ACPU when reported monthly on the expenditure reports.
- 7.9. **TRAINING AND TECHNICAL ASSISTANCE (T&TA)** are to be budgeted using the Training Plan on Tab 6 (six) of the Training and Staffing Planning Form [Appendix C]. **A Training and Staffing Planning Form is required to be submitted. Only 1 (one) Training and Staffing Planning Form will be submitted for DOE funds as part of the proposal for the requested Region(s). No Training and Staffing Planning Form is required for DHS LIHEAP WX.** DHS LIHEAP WX T&TA funds will automatically be awarded to all ODOC Subgrantees (once available). Follow the instructions tab for completing the Training and Staffing Planning Form.
  - 7.9.1. If your agency plans to hire new staff/contractors to support the new Region, please include this person(s) on the form as a “New Employee or Position” and list the planned trainings/certifications that would be required should the person be hired.
  - 7.9.2. If training and technical assistance funds are requested, make sure that Tab 5 (five) of the Training and Staffing Planning Form [Appendix C] lists all anticipated uses of funds. This is only necessary for DOE WAP funds.

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## **8. STEP 4 – MANGEMENT PLAN**

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- 8.1. Develop a management plan based on the number of homes required to be served for each Region (see Appendix A).
  - 8.1.1. Not all counties assigned must be served annually. It is up to each service provider to determine the best use of resources and the most effective plan while ensuring that

services reach all assigned counties over a period (annually, biannually, every three years, etc.).

- 8.1.2. Any counties not listed in the County Name column must be listed in the “Provide Justification” box to explain why these counties were not selected for service this year and when they will be targeted for services again (year).

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## **9. STEP 5 - UPLOADS**

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- 9.1 The following documents must be uploaded in the Uploads link in OKGrants:
  - 9.1.1 Plan of Program Implementation (see Section 10)
  - 9.1.2 DHS LIHEAP 2023 Budget Form (Appendix B) (see Section 7)
  - 9.1.3 Agency Quality Control Inspector Building Performance Institute Certification(s) **OR** if no staff or contractor currently has QCI BPI certification, then a plan must be uploaded for how the entity plans to hire or employ staff who will receive the training and certification required.
  - 9.1.4 Energy Auditor Building Performance Institute Certification(s) (optional)
  - 9.1.5 Waiting Lists (if a current service provider) **OR** a policy of how a waiting list (when not able to serve an eligible applicant immediately) will be created and maintained and an example.
  - 9.1.6 Memorandums of Understandings (MOUs) or Contracts with third party subcontractors (for any retrofit installer, crew leader, quality control inspector, administrative or energy audit work that is subcontracted, whether in or out of network), if currently available. If not available at this time, awarded applicants will have to submit these for ODOC approval prior to beginning the MOU or Contract work.
  - 9.1.7 Copy of statement or agreement that will be used with subcontractors to verify Field Guide/SWS Contractor Compliance. See sample template (Appendix E).
  - 9.1.8 Training & Staffing Verification Plan (instructions for completing this form are provided on the first tab of the form).

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## **10. PLAN OF PROGRAM IMPLEMENTATION**

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Create a program implementation plan to include the following information:

### **Assessment**

- 10.1. List the Region or Regions your agency would like to bid on. Use this [map](#).
- 10.2. What is your agency’s mission? How does providing weatherization services fit within that mission?
- 10.3. If your agency is a Community Action Agency, explain where weatherization appears on the Community Needs Assessment and describe what the Community Needs Assessment says about weatherization and the families it serves.
- 10.4. If your agency is another type of entity (other than a Community Action Agency), please explain what type of survey or assessment your agency will complete (or has completed) to demonstrate that weatherization is an important service needed by the community.
- 10.5. Please include the agency’s vision statement, if the agency has one.

- 10.6. Describe your agency’s history in operating a weatherization program (if any). [[10 CFR Part 440](#)].
- 10.7. Explain your agency’s historical performance or future plans to secure volunteers, training participants, public service employment workers and other Federal or State training programs to support your weatherization program [[10 CFR Part 440](#)].
- 10.8. Describe how your agency has determined that providing weatherization services is an important strategy for meeting the needs of low-income families in your community.
- 10.9. List your agency’s connections or relationships with partner (non-CAA) organizations in the new proposed service counties.
  - 10.9.1. Describe any ODOC or non –ODOC funded services your agency already provides to residents in these counties (if applicable).

**Plan**

- 10.10. Explain your agency’s current relationship (if any) with the local Community Action Agency(ies) in the new service areas your agency hopes to serve. If you do not currently have a relationship, explain steps your agency will take to establish a partnership.
  - 10.10.1. If your agency will subcontract any part of weatherization services to another Community Action Agency (whether the client intake process, marketing, work or quality control inspection process, please explain in detail this proposed relationship)
- 10.11. If your agency will be bidding on a service area that has recently (within the past two years) been operated by another entity, describe the transition process your agency would initiate to ensure continuity of management of client files, inventory items, and financial records.
  - 10.11.1. **Include a timeline for implementation.**
- 10.12. If applicable, explain how providing Weatherization services is a part of a larger, holistic strategy in meeting the needs of low-income families.
- 10.13. Describe the agency’s plan to have a physical presence in their assigned Region, particularly in any counties that would be new areas. This may include establishing a subcontractor relationship with partner organizations.

**Implementation**

- 10.14. Provide a description and assurances of how your agency’s human resource capacity is sufficient to meet the needs of the WAP program requirements, including those outlined in WX Operations Manual. This description must address the following:
  - 10.14.1. How your agency plans to maintain the necessary workforce to include
    - 10.14.1.1. retrofit installers,
    - 10.14.1.2. crew leaders,
    - 10.14.1.3. quality control inspectors,
    - 10.14.1.4. a program manager
    - 10.14.1.5. energy auditors
    - 10.14.1.6. administrative staff

Please note, at some point in the near future, ODOC will be requiring (although not at this time) that all Energy Auditors maintain Building Performance Institute (BPI) Certification for Energy Auditor. Extra points will be awarded to any agency that already has a BPI Energy Auditor on staff.

- 10.15. Describe contingency plans or procedures your agency has or will have in place for staffing issues in the case of emergency or unexpected leave for critical positions (e.g., program manager, quality control inspector, energy auditor).
- 10.16. Please list within your plan, how many homes your agency is capable of weatherizing given the base award amount listed in Appendix A, for each county bidding on, within a “normal” 12-month program period. If, on a yearly basis, the agency is not able to weatherize any homes in a given county please describe what your agency’s plan would be to serve all counties on a rotating yearly basis (for example, every 2 or 3 years).
- 10.17. Describe your agency’s ability to maintain an inventory of WAP materials and ability to procure in bulk OR demonstrate the ability to secure the availability of needed amount of WAP materials from private vendors while maintaining reasonable cost efficiencies and meeting procurement requirements.

## **Results**

- 10.18. Describe how your agency will or currently measures results and effectiveness of your weatherization program (e.g. energy savings, H&S)
- 10.19. What are or will be your agency’s reporting and data quality assurance processes? How will your agency ensure timely submission of ODOC required monthly, quarterly, and annual performance reports (as applicable).
- 10.20. Please describe your agency’s planned processes for program evaluation and continuous improvement, to include both quality of weatherization work and staff performance.
  - 10.20.1. If your agency currently operates a weatherization program, describe your program strengths and opportunities for improvement.
- 10.21. Describe what you perceive to be a high achieving and effective weatherization program, an average weatherization program, and a poor performing weatherization program.

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## ***11. STEP 6 – AUDIT***

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11. In order to receive ODOC Federal funding, Subgrantees are required to receive an independent, third-party fiscal audit annually.
  - 11.1. If the agency has a fiscal audit, completed within the last 12 months, please fill out this OKGrants form as directed.

- 11.2. If the agency has not completed a fiscal audit previously, please fill out the form to the best of the organization's ability and upload a plan for completing an audit within notification of ODOC award.

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## **12. STEP 7 - APPLICATION SUBMISSION**

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- 12.1 Ensure that all the items on the APPLICATION RESPONSE CHECKLIST (see page 13) have been filled out (either as Forms in OKGrants) or uploaded (to the Uploads link in OKGrants).
- 12.2 Change the Status of the application to "Application Submitted." It is critical to note that only an authorized official can change the status of an application to submitted and an application is not submitted until the application's status is changed.
- 12.3 Applications must be submitted no later than 5:00 pm, January 13, 2023. For any questions related to this RFA or application submission process, including the timeframe allowed, please contact the DOE WAP Annual Energy Programs Planner, Kayla Cornett at [Kayla.Cornett@okcommerce.gov](mailto:Kayla.Cornett@okcommerce.gov) or 405-215-6240.

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## **13. REGULATIONS & GUIDANCE**

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13. ODOC recommends that each applicant read and have a general understanding of the following regulations to fully understand the program they are applying to be a service provider for:
  - 13.1 [ODOC Contract Part II](#)
  - 13.2. [Oklahoma Weatherization Operations Manual](#)
  - 13.3. [Oklahoma State Plan](#)
  - 13.4. Oklahoma Weatherization [Policies and Procedures for Energy Audits](#)
  - 13.5. All DOE-developed documents, WPNs, and other relevant policy documents available through the [DOE website](#).
  - 13.6. It is also important to note that Building Science is ever changing, and qualified applicants must be willing to embrace an increasingly technological, sophisticated program with frequently changing guidance and requirements (such as Bluetooth blower doors, online training, cloud-based energy audit modeling software, digital client files, and collection of a growing amounts of data)

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## **14. EVALUATION**

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- 14.1 ODOC will use the below procedures to evaluate and score each application submitted. ODOC will only review and score the applications that were submitted on or before 5:00pm CST on January 13, 2023.

- 14.2 All submitted evaluations will be evaluated by an internal ODOC Review Team to determine whether all required documents have been provided.
- 14.3 For each provided material, ODOC staff will assign a score of response quality, based on the questions asked throughout this Request for Application.
- 14.4 Additional preference points, according to the Code of Federal Regulation and ODOC discretion, will be assigned according to Section 16.
- 14.5 The State reserves the right to require demonstrations, clarifications, and additional documentation from any or all responding applicants. Each applicant should be prepared to participate in oral presentations and demonstrations to define the application, to introduce the applicant's team and to respond to questions regarding the Bid prior to award.
- 14.6 The applicant's failure to submit any required information may cause its application to be rejected. Additionally, an application received after the Bid Response Due Date and Time SHALL BE DEEMED NON-RESPONSIVE AND SHALL NOT BE CONSIDERED unless the Director of Energy and Empowerment Programs has authorized acceptance of applications due to a significant error or incident that occurred which affected the receipt of a Bid.<sup>2</sup> Failure to comply with these Bidder Instructions may result in the Bid being disqualified from evaluation.
- 14.7 Prior to award, the State may choose to request information from the Applicants to demonstrate its financial status and performance. If the Applicant is a subsidiary of another entity, the last three years audited financial statements of three years tax returns for the parent company may also be required. The State reserves the right, in its sole discretion, to determine an Applicant's financial status and to withhold award to an Applicant who is not deemed financially responsible.

### **Risk Assessment**

- 14.8 ODOC will utilize a Pre- Award Risk Assessment to evaluate all awarded applicants in the following areas. Applicants will not be required to submit any information for this. The purpose of this section is informational only.
  - 14.8.1 Program Capacity
  - 14.8.2 Financial Management
  - 14.8.3 Program Management
  - 14.8.4 Quality Assurance

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<sup>2</sup> OAC 260:115-3-11  
Community Development

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## 15 PREFERENCE SCORES

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- 15.1. During the evaluation of each application, ODOC, in alignment with [10 CFR 440.15](#), will provide additional preference points to an applicant's final evaluation score for the following:
  - 15.1.1. Previous performance (within the past 3-5 years) working with the weatherization program. This will include, but may not be limited to:
    - 15.1.1.1. Percentage of homes completed versus the amounts listed in the agency's Management Plan.
    - 15.1.1.2. Percentage of allocated funds the agency expended; and
    - 15.1.1.3. Timeliness of all weatherization reporting.
    - 15.1.1.4. Years of experience that current agency staff has working with this program.
  - 15.1.2. Years of experience that current agency staff has working with State and Federal grants.
  - 15.1.3. Applicant proposes to pay wages (either same or higher) based on results of a national [wage survey](#) conducted by the National Association of Community Service Providers. (see Appendix D) and living wages.
  - 15.1.4. Applicant either has or plans to have a BPI Energy Auditor on staff, and this person is different than the person completing the QCI.
  - 15.1.5. Applicant either has or plans to have a BPI Quality Control Inspector on staff, and this person is different than the person completing the Energy Audit.
  - 15.1.6. Dedicated administrative staff (either full time or part time) to the program.



# APPLICATION RESPONSE CHECKLIST

## **OKGrants Forms**

- Applicant Information
- Management Plan
- Detailed Line-Item Budget
- Audit

## **OKGrants Uploads Checklist**

- Program Implementation Plan
  
- DHS LIHEAP Budget Form [Appendix B]
  
- Agency Quality Control Inspector Building Performance Institute Certification(s) OR a plan for how staff and/or contractors will receive certifications.
  
- Energy Auditor Building Performance Institute Certification(s) (optional)
  
- Waiting Lists OR a policy or procedure for how waiting lists are/will be created and maintained.
  
- MOUs or Contracts with third party subcontractors (any)
  
- Copy of statement or agreement that will be used with subcontractors to verify Field Guide/SWS Contractor Compliance [see Appendix E for example, but can develop a unique version, as long as the basic language is similar]
  
- Training & Staffing Verification Plan [Appendix C]