

ATTACHMENT 1

Weatherization Assistance Program Overview and Scoring Criteria

OVERVIEW

This attachment is part of the RFA. It describes the DDOE Weatherization Assistance Program (WAP) structure, the weatherization measures that WAP will reimburse, reporting, training, and the evaluation criteria which DDOE will use to rank the applicants.

PROGRAM STRUCTURE

WAP is a component of the Energy Efficiency and Affordability Division and is managed by a Branch Chief who reports to the Associate Director.

The Branch Chief is responsible for the overall operation of the Weatherization Assistance Program. Reporting to the Branch Chief are program managers and energy auditors. The program managers are responsible for the day-to-day operations related to weatherization assignments and provide the work assignments to the sub-grantee. The energy auditors are responsible for: identifying and prioritizing energy saving measures; preparing audit reports containing energy analysis results; and performing tests to locate air leaks, such as blower-door and duct blaster tests.

Typical WAP households will be households approved for Low Income Home Energy Assistance Program (LIHEAP) benefits, with income at or below 60% of the District's median income level. Income-qualified single family homes are eligible for WAP services.

A DDOE program manager will detail a DDOE energy auditor to perform an energy audit at the target household. The program manager will then forward an audit report and specification of energy efficiency measures to the sub-grantee.

DDOE will be responsible for obtaining the permission of the household, and the landlord, for the weatherization work, and will provide written authorizations to the sub-grantee. The sub-grantee, however, will be responsible for any permits and the licenses of contractors and professionals.

The sub-grantee will then purchase and install the specified measures. If equipment is installed, the sub-grantee will ensure that it operates properly. The sub-grantee will also teach the homeowner or tenant how to use installed equipment, if applicable.

The sub-grantee will be fully responsible for a professional and quality operation, including training its staff, hiring and managing contractors, and fixing damage and

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errors in timely manner. The sub-grantee must value and provide excellent customer service to ensure customer satisfaction.

While DDOE does not mandate American-made products or District vendors and labor, it strongly encourages their use.

ALLOWABLE ENERGY EFFICIENCY MEASURES

DDOE intends to administer this grant on a reimbursement basis. In important aspects, DDOE's federal funders specify the energy efficiency measures that can be reimbursed to the sub-grantee for work performed. The federal agencies provide that only materials and standards identified in 10 CFR Part 440, Section 440.3, and in 10 CFR Part 440, Appendix A, are allowable. DDOE will follow the guidelines communicated by its federal funders on allowable measures and the work that will be performed.

Before reimbursement will be allowed, DDOE must approve the measures in writing. Typical measures or work performed may include:

AIR SEALING AND INFILTRATION REDUCTION

1. Caulking.
2. Foam sealant.
3. Weather-stripping of primary doors and windows.
4. Seal-up of baseboards.
5. Correction of leaks in HVAC duct systems.
6. Construction of vestibules for entries.
7. Other approved materials required to seal penetrations through the envelope of the dwelling.

ATTIC INSULATION AND VENTING

1. Insulation to R-49 if existing insulation is below R-15.
2. If existing insulation is R-16 or above, insulation to R-49 is optional with the energy auditor.
3. Ventilation of attics per specifications.
4. Improvement of attic ventilation with skirting and other effective measures.
5. Use of vapor barriers and patch materials.
6. Ventilation to ASHRAE 62.2-2013 standards.

BASEMENT, FLOOR AND CRAWLSPACE INSULATION

1. Insulation of unheated basements to R-19.
2. Installation of vapor barrier where needed.
3. Adequate ventilation for basements and crawl spaces that are insulated.

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WINDOWS AND DOORS

1. Storm windows and doors.
2. Multi-glazed doors and windows.
3. Heat-absorbing or heat-reflective window and door materials.
4. Movable insulation systems for windows.
5. Replacement with more energy efficient windows and doors.

HEATING AND COOLING SYSTEM EFFICIENCY IMPROVEMENTS

1. Tune-up of HVAC systems.
2. Replacement of heating and/or cooling systems for health or safety reasons per the DDOE energy auditor.
3. Replacement of burners, furnaces, or boilers or any combination thereof.
4. Energy loss minimization through heating system, chimney, or venting devices.
5. Electrical or mechanical furnace ignition systems which replace gas pilot lights.
6. Replacement of air conditioners.
7. Ventilation equipment.
8. Screening and window films.
9. Shading devices.
10. Heat exchangers and thermostat control systems.
11. Heat pumps.
12. Waste heat recovery devices.
13. Pipe insulation.

DOMESTIC HOT WATER HEATING SYSTEM IMPROVEMENTS

1. Insulation of hot water pipes.
2. Water heater insulation.
3. Water flow controllers.
4. Energy efficient water heater modifications.
5. Water heater replacements.

REPORTING REQUIREMENT

The sub-grantee must file reports regularly with DDOE. E-filing reports is acceptable.

Bi-weekly reports

Submit to the DDOE bi-weekly on an approved form reports regarding work at all residences assigned and showing number of residences completed and not completed.

Monthly reports

Submit the following reports monthly. This requirement supersedes RFA Section

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6.1(b)1 and its requirement of quarterly reports.

Submit monthly to the DDOE on an approved form reports for all completed residences. A residence is considered completed when all DDOE-specified measures have been installed according to program guidelines.

The report should include for each completed residence:

1. The relevant energy audit report/specification.
2. The reasons for failing to install specified audit measures.
3. Completed Inspection sheet showing that the work has been approved.
4. Costs of work and measures purchased and installed, and receipts for subcontractor work and vendor payments.
5. Customer certification and evaluation form, per DDOE template.
6. Copies of installed equipment warranties.
7. Copies of additional energy audit reports.
8. Decommissioning form for appliances, per DDOE template.

The sub-grantee will also report monthly to DDOE:

1. A spreadsheet, per DDOE template, showing budget, reporting month, year-to-date, and budget remaining figures for each DDOE-required category of expenditures.
2. The sub-grantee's certification that it has examined pay records for each of its contractors and subcontractors and determined that the workers have been paid.
3. The sub-grantee's certification assures that the sub-grantee has completed the following actions: examined the records for the equipment; inspected materials and supplies installed in the reported residences; and independently verified that the vendors have been paid or that satisfactory, business-like arrangements have been made to insure payment.

CONTINUING REQUIREMENTS OF THE SUB-GRANTEE

1. The sub-grantee will be required to show that its contractors, or the sub-grantee itself if it provides work directly, provide in writing minimum one-year warranties on installation and materials.
2. In general, the weatherization work must be cost-effective. The sub-grantee will need to show how it has selected for installation those prioritized weatherization measures with the highest Savings-to-Investment Ratio (SIR) specified in an energy audit or other DDOE approved analysis (see 10 CFR 420.21(d)). Measures with an SIR of less than one will be required to have DDOE prior approval.

As an extra-budget item DDOE may require the sub-grantee to contract for an energy auditor (who may not be a sub-grantee employee) for the performance of auditing services conducted according to US DOE standards.

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MANDATORY TRAINING FOR SUB-GRANTEES

DDOE requires the sub-grantee to show training and technical assistance capability so that WAP may be effective and efficient at all levels of its operation.

DDOE will require the sub-grantee and its contractors to attend US DOE conferences and training, and WAP-run management and customer education trainings. In addition, the sub-grantee must prove, and maintain the supporting documentation, that all field workers have successfully completed the following training courses prior to performing weatherization services:

1. Weatherization fundamentals/tactics;
2. Lead safe weatherization (LSW);
3. LEAD safety for renovation, repair, and painting; and
4. OSHA and WAP health and safety requirements.

SUBMISSION OF A PROPERLY COMPLETED APPLICATION

An application not meeting the requirements of this RFA, including Appendix 3 “Applicant’s Promises, Certifications, and Assurances Made in Support of the Grant Application (“PCA”)”, will not be considered. Please read carefully the RFA’s submission requirements.

SCORING CRITERIA

An evaluation committee will review the properly submitted applications. Each committee member will assign points to each application, including those points required by RFA Section 4.2. The committee will sum all the points. If an application receives an average score of less than seventy (70) points it will be rejected and the remaining applications will be assessed.

If the committee determines that an interview with each applicant team would be beneficial, the committee will hold private interviews with each. After the interviews conclude each committee member will independently rescore the remaining applicants. The scores will then be summed and an average determined for each applicant.

The highest scoring qualified applicant will be offered the sub-grant. If that applicant declines, DDOE may offer the sub-grant to the next highest scoring qualified applicant, and so forth. More than one sub-grant may be awarded. DDOE may, at any time, cancel the competition for the sub-grant and decline to issue an award.

The applications will be rated according to the following criteria and their related points:

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Experience, knowledge and training

50 points

The application demonstrates that the applicant team has the experience, knowledge and training to achieve the goals and objectives of the RFA with excellence. The committee will consider the applicant team members:

1. Experience and performance in weatherization or housing renovation activities.
2. Experience in assisting low income persons in a similar climate area.
3. Knowledge of and experience with a low-income weatherization program.
4. Track records, including the extent to which they achieved the goals of the weatherization programs they served.
5. History of the team members in finding and working with volunteers.
6. History of training employees, including recruiting local labor.
7. Organizational chart showing time allocation for this sub-grant for key staff.

Itemized Budget

15 Points

The application presents a detailed budget that shows that the applicant team will cost-effectively work with the assumed annual budget of up to \$1,200,000.00, and an assumed maximum cost of \$6,904.00 per dwelling unit, in maximizing the number of households receiving effective weatherization. The detailed budget should cover both administrative and programmatic costs. Administrative costs cannot exceed 10% of the total budget.

Milestones and Timetable

10 Points

The application shows that the proposed work is achievable and will meet milestones on time and cost-effectively.

Quality Control and Quality Assurance Plans

25 Points

The application shows how the applicant team will develop quality work and ensure quality. It demonstrates with details a commitment to quality control, quality assurance and customer satisfaction. The application presents detailed quality control and quality assurance plans that show the ability to manage and monitor weatherization projects effectively and efficiently. The quality control and quality assurance plans should include:

1. Monitoring and improvement processes;
2. Inspection process for completed weatherization work;
3. Process for correcting failed inspection;
4. Resolution of property damage;
5. Accuracy of contractor invoice;
6. Customer satisfaction survey; and

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7. Waste disposal plan for decommissioned appliances.

Bonus Points for District of Columbia Preference

Additional points will be awarded as described in Section 4.2.

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