



**Home Weatherization Assistance Program (HWAP)  
Request for Proposal (RFP)  
Q&A  
Updated January 17, 2013**

**QUESTION:**

Cuyahoga County, Ohio, intends to apply for Program Year 2013 HWAP funding. We require clarification of the following requirement stated in the Notice of Intent to Apply form:

"Applicants must attach the following:

...

2. A certified motion by the organization's governing Board authorizing submission of a proposal in response to this Request for Proposal"

Cuyahoga County has a Charter form of government with an elected County Executive and County Council. By Ordinance, our County Council has authorized the County Executive to apply for grant funding without separate action of County Council. Section 3.17 of the Ordinance states:

"a) The County Executive may apply for and accept grants on behalf of the county, and execute all agreements and any other documents in connection with same, without specific approval from the Contracts and Purchasing Board, the Board of Control, or the County Council..."

Section 4.15 of the Ordinance (on page 36 of the attached document) states:

"a) This Ordinance is intended to fulfill any state, federal, or other requirement for a Resolution or Ordinance granting the County Executive the authority to apply for or accept grants on behalf of the County.

...

c) This Ordinance is also intended to fulfill any state, federal, or other requirement for a Resolution or Ordinance of Support to apply or accept grants on behalf of the County or to enter into a contract or perform any other act allowed by this Ordinance."

*Paul Herdeg, Housing Manager  
Cuyahoga Cty. Dept. of Dev't.*

**ANSWER:**



**It would be acceptable for the County Executive to fulfill this requirement for the Intent to Apply and authorize submission of the proposal.**

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**QUESTION:**

We anticipate having MOAs with a number of agencies. Is it a requirement for the MOAs to be the same for each agency that is doing the weatherization work or can the conditions of the MOAs be different for different agencies?

Thank you.

*Ronald J. Rees  
Executive Director  
Corporation for Ohio Appalachian Development*

**ANSWER:**

**The Memorandums of Agreement are not required to be standard for all partners.**

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**QUESTION:**

For the Intent to Apply what is a certified motion by the organizations governing Board?

If the Agency is applying for more than one county they would need a letter of support signed by that Agency's Executive Director?

Thank you

*Rachelle Parker  
Vice President/Finance & Planning  
T-CAP*

**ANSWER:**

**A "certified motion by the organization's governing board" means the governing board signs a motion in support of the applicant submitting the grant. This signed motion would be submitted as an attachment with the Intent to Apply.**



**If the agency is applying for more than one county and plans to partner with another non-profit or government entity to provide services in that county, a letter of support signed by the Executive Director is required with the Intent to Apply.**

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**QUESTION:**

May a proposal be submitted for a designated territory (multiple zip codes) within a single county?

It is possible that in the case of multiple providers submitting proposals for a single county, a MOU between the providers setting the designated territory may be done in advance, rather than having the State assign a territory. (Section 3.1)

Is the 15% of DOE and 20% of HHS funds for Health and Safety, be calculated on the total as stated, or should it be based upon the gross splittables (the total allocation minus the Administration costs) as it has been in the past?

The RFP states “for purposes of the proposal, please estimate costs by using a cap of 7% of the total allocation for all counties in the proposal for Administration costs, 15% of the total for Health and Safety for DOE, and 20% for Health and Safety for HHS”. (Section 7.1)

Will Training and Technical Assistance funds (T&TA) be made available to providers? Will this be in addition to the total allocation or a separate line item?

*Tom Andrews,  
Assistant Director of Energy  
Mid-Ohio Regional Planning Commission*

**ANSWER:**

**No proposals will be accepted for “part” of any county. However, an applicant may propose to serve the entire county(s) through Memorandums of Agreement that specify zip codes or territories. In this case, the applicant (not the partnering agency(s)) is the responsible party for all activities completed in relation to this grant for all territories listed in the proposal.**

**Health and Safety should be calculated based on the gross splittables, namely, the total allocation minus line item costs budgeted by the applicant for Administration, Liability, Audit and T&TA.**



**At this time, no information is available regarding Ohio's Training and Technical Assistance (T&TA) funding award by DOE. Consequently, programs may leave this section of the budget form blank. Final budgets to awarded agencies will include details regarding T&TA.**

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## **QUESTION:**

At the COAD board meeting last week the following questions were raised:

1. We anticipate that COAD will be the applicant and community agencies will be partners. In this instance, who would own the materials, the partner or the applicant?
2. Is a flat fee for service contract available for HWAP work? Is it possible to have a unit rate?
3. The instructions state that partners in the proposal must have a letter signed from the Executive Director and the Board of Directors. Is it permissible to have the Executive Director and the Board Chair sign to meet this requirement or is the signature required of every individual Board member?
4. As the applicant, COAD is required to list all Board members. COAD board members are also staff of agencies which will be partners for this proposal. Does this raise any appearance of a conflict of interest?
5. With the removal of the minimum grant threshold it is now possible for individual community action agencies to submit materials for just their service area. Can an individual agency submit its own Letter of Intent as well as being part of the COAD letter of intent?

*Ronald J. Rees  
Executive Director  
Corporation for Ohio Appalachian Development*

## **ANSWER UPDATED 12/17/12:**

1. **For PY 2013, grant-owned materials will not be permissible. Therefore, the agency that purchases the materials would own the materials until installed for HWAP. This may be COAD or a partnering agency.**

**It is important to keep in mind that purchases will be evaluated from the perspective of ONE grantee, not multiple delegates. Rules must be followed for aggregate purchases or single-item purchases greater than \$5,000. For example, if the total budget for the applicant (including all**

- counties or territories in the application) for an item such as spray foam is expected to exceed \$5,000, that item must competitively bid.
2. A flat fee-for-service contract is not possible. All purchases must be reimbursed according to price quotes, bids or approved price list for materials and labor.
  3. Yes, it is permissible for the President or leader of the Board of Directors to sign on behalf of the board.
  4. This would not appear to present a conflict of interest.
  5. No, an applicant may not submit a Memorandum of Agreement with another agency while competing for the HWAP grant for the same territory/county. Eligible applicants may apply for the grant as the lead applicant or sign a Memorandum of Agreement with another agency, but may not execute both for the same territory/county.
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#### QUESTION:

A few questions...

1. If only applying for one county, who is authorized to sign the 'Intent to Apply' form? The Executive Director only?

Additionally, if the answer to the above is 'yes' then also a letter from the governing Board is due with the Intent, as well, correct?

2. In section 4.2.6, it notes that agencies must own inventory. If you are a contractor-based provider, does this preclude you from applying for the grant?
3. In section 4.2.7, do you want to list our global experience of providing services to low income clients? If so, how far would you like us to go back? Within the past year? Two years?

*Brian Matthews, Deputy Director  
Stark County Community Action Agency*

#### ANSWER:

1. **The Executive Director or authorized person may sign. A signed motion by the President or leader of the board of directors for the agency also is required.**

2. **Moving forward, agencies must purchase inventory items using unrestricted or other funds. Agencies may request reimbursement when the materials are installed in an HWAP home.**

**This does not preclude a contractor-based provider from applying. However, the amount of inventory is likely less, compared to a larger inventory in a crew-based organization.**

3. **Please summarize your experience and provide the information as requested in the RFP for each segment of the low-income population. Define the total number of years for each current program and feel free to name historical programs administered by the applicant if the programs help define the agency's ability to administer the HWAP grant.**

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#### **QUESTION:**

Cuyahoga County is unique in the sense that its weatherization service territory has been divided since 1989 between two government agencies with distinct political and geographic boundaries. The City of Cleveland provides service to its residences, and the Cuyahoga County Department of Development provides service to residences located in the remaining fifty-eight Cuyahoga County communities. Each government body has systems in place to provide and report on weatherization services in its respective territory. Requiring one to be the lead agency and report on the other's activities would create duplicate reporting, thus making the RFP process less cost effective. In addition, it would create unnecessary conflict with local control over public affairs.

Given these unique circumstances, may Cuyahoga County submit a proposal to serve only its longstanding territory of the 58 Cuyahoga County Communities outside the City of Cleveland?

Paul Herdeg, Housing Manager  
Cuyahoga Cty. Dept. of Dev't.

#### **ANSWER:**

**No exceptions will be made. However, in counties of sizeable population, the state reserves the right to make more than one award for the county. As stated above, an applicant may propose to serve the entire county(s) through Memorandums of Agreement that specify zip codes or territories.**



**The issue of reporting would need to be resolved by the applicant and partnering agency.**

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**QUESTION:**

The General Proposal Requirements Section 7.2 calls for units by county to be submitted on Form 3. Do we submit a Form 3 for each county? Are we to track expenses as well as units by county?

Thank you,

Jim Lavelle  
Ohio Heartland CAC

**ANSWER:**

**Minimum units by county are listed in the RFP in section 1.1. The number of units completed by county will be tracked via Building Weatherization Reports and monitored by Development staff. Form 3 may be completed enumerating the total units proposed by the applicant for all territories/counties. Expenses are not required to be tracked by county unless otherwise specified or requested by Development.**

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**QUESTION:**

1. If an organization submits a proposal for multiple counties, and the State elects not to award all of those counties to the organization, will the remaining portions of the original proposal still be considered or will this negatively impact the original proposal? (Section 3.4)
2. As a follow up to the previous question, if a proposal is modified by the State (i.e. awarded differently from the original proposal), how and when will this be communicated to the organization that submitted the original proposal?
3. What criteria will be used by the State to determine if part of a single county will be awarded to an additional proposer? (Section 3.1)
4. Will a description of the scoring qualifications be available to all potential proposers during the January 15th, 2013 Bidders Conference? With the Evaluation Criteria listed in Section 3.3 identifying the number of points for

each General and Technical Requirement, it appears that partial points may be awarded and the evaluation criteria should identify how those points may be determined?

5. The INTENT TO APPLY requires that the proposer complete the table identifying all the counties that the proposer is intending to include in their proposal. Must a potential proposer adhere strictly to the identified counties listed in the INTENT TO APPLY or may they have flexibility to add or delete specific counties based upon financial issues, staffing, or other issues that may become evident during the completion of the proposal? (Form 2)

Questions developed during a collaborative meeting with IMPACT CA (Grice, Tucker), Ground Level Solutions (Johnson, Davenport) and MORPC (Hufstedler, Andrews).

Tom Andrews  
Assistant Director of Energy  
Mid-Ohio Regional Planning Commission

**ANSWER:**

**The remaining counties will still be considered if part of a territory is not awarded to an agency. The application will be judged based on its merit for each county named in the application.**

**Agencies will be notified in writing regarding the status of their application/award after the review process is complete. The review criteria are listed in the application. All applications in counties of size will be reviewed and territory awarded to the highest scoring applicant. The state reserves the right to award more than one grant in these territories based on the quality of all applications received. Territories will be awarded by zip code or census tract, in this case.**

**The review instrument follows the criteria as described in the Request for Proposals. Partial points may be awarded based on the quality of answers and completeness of the application.**

**The Intent to Apply sets the counties in the application. No changes may be made in the full proposal.**



**QUESTION:**

I am getting the Intent to Apply paperwork together and #3 states a Certificate of Good Standing from the Ohio Secretary of State is needed of non-profit agencies. It is my understanding that since we are a non-profit organization and are not incorporated we cannot get a Certificate of Good Standing. Is this true? And if we can get one how do I do so? Thanks and Have a Great Day!

Jeff Scribber, Energy Coordinator  
Ashtabula County Community Action Agency

**ANSWER:**

**A certificate of good standing can be obtained at <http://www.sos.state.oh.us/SOS/Businesses/BusinessInformation/cogs.aspx>. There is a small fee. The process may be completed online.**

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**QUESTION:**

In regards to the HWAP 2013 RFP, we have a question about section 4.2.6. The section states “Agencies must own HWAP inventory or propose to own HWAP inventory in PY 2013 in order to apply”. The Lancaster-Fairfield Community Action Agency has operated the HWAP program as a Contractor based program, therefore no HWAP inventory is owned nor will any HWAP inventory need to be owned. Will this be an issue in compliance with this section? Any guidance provided would be helpful.

Thank you,

MEGAN MEADOWS, PLANNER  
LANCASTER-FAIRFIELD COMMUNITY ACTION AGENCY

**ANSWER:**

**Contractor-based programs are understood to have little or no inventory. If any inventory exists (carbon monoxide or smoke alarms, for example), the rule applies. If not, the rule is not applicable.**

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**QUESTION:**

Two questions....



1. In section 4.2.5, you noted you wanted resumes for key 'administrative staff'. Could you clarify what that terminology means? Clerical, supervisory, etc.?
2. Can some staff costs be charged between direct administration and support?

Thank you.

Brian Matthews, Deputy Director  
Stark County Community Action Agency

**ANSWER:**

**For this section, please submit resumes for all staff proposed to be paid in whole or part by HWAP administrative funds.**

**Staff should be charged to the appropriate category as related to their job duties. A position that performs both administrative and support duties may be split proportionate to the amount of time spent in each category.**

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**QUESTION:**

The following question is to request a clarification of a numbering issue identified in the RFP for the responders completing the proposal and to assist the reviewers after proposals have been submitted.

Section 2.4 of the RFP states "Proposals should be organized and presented in the order and by the number assigned in the RFP starting with Section 4.0." There are two requirements that are numbered differently in section 3.3 Evaluation criteria, than they are numbered in section 4.0 General Proposal Requirements.

In the table of Evaluation criteria Organization Chart and Description is listed as 4.2.4, yet in General Proposal Requirements it is listed as 4.2.3.

In the table of Evaluation criteria A-133 Audit and Financial Reports is listed as 4.2.3, yet in General Proposal Requirements it is listed as 4.2.4.

I realize that this is a minor issue, but clarification would assist both responders to the RFP and the reviewers.

Thank you for responding to all questions in a timely manner and also for the opportunity to ask the questions.

Tom Andrews  
Assistant Director of Energy



Mid-Ohio Regional Planning Commission

**ANSWER:**

**Please include the Organization Chart in Section 4.2.3 and the audit and financial reports in Section 4.2.4.**

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**QUESTION:**

Will there be a change in Program Year 2013 for eligibility for multi-families?

Novella Lockett  
City of Cleveland

**ANSWER:**

**In PY 2013, Ohio does plan to change the policies concerning multi-family unit weatherization, including an increase to the contribution from ineligible landlords. Details on changes to Ohio's landlord contribution policy will be presented in the State Plan and confirmed at the orientation for new providers in June.**

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**QUESTION:**

Section 4.2.4 of the General Proposal Requirements requests formal board approved financial statements. Our board does not require nor do we prepare formal financial statements as described except at FYE. Our FYE was September 30, will those financial statements suffice? Thank you.

Jim Lavelle  
Ohio Heartland CAC

**ANSWER:**

**Year-end financial statements could be several months old depending on an entity's fiscal year end. Current financial statements would provide more helpful information regarding cash position, working capital, debt ratio, etc. These will be used to determine the point score for this category.**

**If the governing body does not formally approve monthly financial statements, each not-for-profit and governmental entity's financial management system should have the ability to produce them. If FYE**



**financial statements are more than 3 months old from the date of submission of the proposal (February 15, 2013), please produce current reports for submission with the proposal.**

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**QUESTION:**

We received approval of our Letter of Intent designated counties for which we intend to apply for HWAP funds. Having received that, may I assume that no other entity will be applying for funds to serve those two counties?

Carla Unkefer  
Executive V.P./Chief Operating Officer  
Community Action Wayne/Medina

**ANSWER:**

**No. The acceptance simply means your agency met the criteria for application. It is possible that other eligible entities have applied for one or more of the same counties.**

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**QUESTION:**

1. In regards to the RFP section 4.2.6 HWAP inventory, does this include vehicles and equipment?
2. Will the agency be required to purchase their vehicles and equipment for PY-13?

Please advise, thank you.

K. A. Parker  
Energy Director  
Stark County Community Action Agency

**ANSWER:**

**Materials inventory must be bought out by agencies in PY 2013. This does not include vehicles and equipment.**

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**QUESTION:**

How will we indicate or prove that no grant funds were used in preparation of RFP?

Marla K. George  
Residential Services Associate Director  
Community Action DMU

**ANSWER:**

**Time spent on grant preparation should be charged to another funding source and documented on employee timesheets and in payroll information.**

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**QUESTION:**

Do we have to use the supplied GPMP Form 3 from the website or can we use prior GPMP that has a checker and formulas attached to carry forward to other pages? Or can you update Form 3 (Home Weatherization Assistance Program PY2013 Budget Summary) to include a checker tab and formulas?

Marla K. George  
Residential Services Associate Director  
Community Action DMU

**ANSWER:**

**The checker will be made available to awarded agencies for final budget preparation. If you choose to use a different form than the one provided for the proposal, all information provided must match that which is requested in the RFP.**

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**BIDDER'S CONFERENCE QUESTIONS/ANSWERS:**

**QUESTION:**

Can attachments that are large be sent in with the proposals on a CD?



**ANSWER:**

**Yes, this would be permitted. Please ensure that all relevant materials copy to the disc prior to submission.**

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**QUESTION:**

How will providers be chosen or assigned to territory in counties of sizable population?

**ANSWER:**

**All proposals will be evaluated and scores will be taken into consideration when assigning territories in counties of sizable population.**

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**QUESTION:**

What is meant by “management philosophy” in section 4.2.3?

**ANSWER:**

**This refers to the mission statement, strategic plan, or other pertinent management philosophy or plan by the applicant, and how HWAP fits in to that statement/plan/philosophy.**

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**QUESTION:**

What is meant by “material change” in section 4.2.3?

**ANSWER:**

**This means any anticipated changes in personnel, administration, location, etc. that may affect the program.**

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**QUESTION:**

Do you want an organization chart for the entire agency if applying as a government entity, or only the division/section that houses HWAP?



**ANSWER:**

**An organization chart for the section or division that houses HWAP will suffice for government agencies.**

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**QUESTION:**

Will delegates become sub-contractors in the PY 2013 program structure?

**ANSWER:**

**Non-profit partners will not be regarded as contractors. Contractors are for-profit entities that provide services according to a contract. Non-profit partners share the mission of HWAP and provide services according to a Memorandum of Agreement.**

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**QUESTION:**

Can a non-profit be a contractor?

**ANSWER:**

**Yes. Please be certain the non-profit agency follows all applicable rules and policies regarding for-profit operations in a non-profit agency.**

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**QUESTION:**

Who do we need to submit resumes for in the RFP?

**ANSWER:**

**All administrative or indirect staff paid by the grant with a direct relationship to HWAP (including, at minimum, the Executive Director and CFO) should be included in section 4.2.5. Resumes and qualifications for the Energy Coordinator and all Inspectors should be included in section 5.5.**

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**QUESTION:**



Will I be docked points for a section if it is not applicable to my agency (i.e. “Start-up Plan” requested in section 5.3)?

**ANSWER:**

**No. Agencies will start with full points and points will be deducted based on the quality and completeness of the answers provided. Start-up plans may not be applicable. However, if the scorers ascertain that information is missing or incomplete regarding this portion of the proposal, that will be taken into account and scored appropriately. Any agency requesting additional territory should complete this section in order to receive points.**

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**QUESTION:**

Can co-applicants enter information into OCEAN?

**ANSWER:**

**This is dependent on several developing factors with regard to the submission process through OCEAN next year. The request will be taken into consideration. At the present time, no functionality has been developed to allow co-applicants to enter information into OCEAN.**

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**QUESTION:**

What signatures are required on the Memorandums of Agreement?

**ANSWER:**

**The Executive Director and Chairperson of the Board of Directors for each agency.**

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**QUESTION:**

Is the language in the MOA locked in as submitted in the proposal? Can other non-profit partners be added after the awards are made?

**ANSWER:**

**The language in the MOA is locked in as submitted. Non-profit partners may be added with approval by OCA after awards are made.**



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QUESTION:

Will there be a requirement for monitoring partnering non-profit agencies by the grantee?

ANSWER:

**Monitoring should be addressed in the MOA and defined in the proposal. At this time, no minimum monitoring is required. However, all quality of work is the responsibility of the grantee and the grantee will be held accountable for all work performed.**

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QUESTION:

What signatures are required on the Memorandums of Agreement?

ANSWER:

**The Executive Director and Chairperson of the Board of Directors for each agency.**

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QUESTION:

In section 7.2, agencies are requested to submit production estimates “by type.” What is meant by this language?

ANSWER:

**Please enter a production estimate by month in the spreadsheet provided. Additionally, in this section please list a production estimate by county, by housing type (single family, multi-family, and mobile homes). For the purposes of this application, “multi-family” may be defined as five or more units under one roof or centrally heated.**

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QUESTION:

Can agencies set their own average cost per unit?



**ANSWER:**

**Yes. Production goals for PY 2013 will be set based on the agencies' projected average costs per unit in order to capture a more accurate estimate of number of units to be completed in PY 2013.**

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