

AGENCY-SPECIFIC CONTENT FOR THE NOTICE OF DESIGNATION OF OPPORTUNITY
ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM
STATE-DESIGNATED PROVIDER FOR PEORIA COUNTY

A. Program Description

Notice of Designation of Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) is releasing this Notice of Designation of Opportunity to welcome application packages for the Illinois Home Weatherization Assistance Program (IHWAP). The successful applicant will become the designated Local Administering Agency (LAA) for the service territory of Peoria County.

Program Description

IHWAP is designed to help eligible low-income households save fuel and money while increasing the comfort of their homes. IHWAP is a year-round program that makes homes more energy-efficient for qualified low-income households. IHWAP provides health and safety improvements, repairs, or replaces heating systems, seals air bypasses and other drafty areas, and increases attic, wall, basement, and crawl space insulation. These measures will save energy and keep homes warmer in winter and cooler in summer.

Program History

IHWAP is administered through the Office of Community Assistance (OCA) within DCEO. The program receives annual Weatherization Assistance Program (WAP) funds from the U.S. Department of Energy (DOE), the U.S. Department of Health and Human Services’ (HHS) Low Income Home Energy Assistance Program (LIHEAP), and the State Supplemental Low-Income Home Energy Assistance Program (SLIHEAP). The DCEO/OCA grants funds to local 501(c)(3) non-profit organizations and units of local government to receive and process weatherization applications and to perform weatherization work in designated service areas.

B. Designation Information

The Department will designate one applicant to be the LAA for the IHWAP program for the service territory of Peoria County.

Program goals include the following which must be met during the term of the grant:

- Acquire required Department of Energy (DOE) training certifications of weatherization staff
- 100% of units weatherized must be inspected by Building Performance Institute (BPI), Quality Control Inspector (QCI) certified staff
- 100% expenditure of Weatherization funding resulting in homes weatherized saving clients energy and increasing the comfort of their homes
- Quality installation of most cost-efficient measures
- DOE average cost per home requirements met

SCOPE OF WORK

The primary responsibility of the LAA is to provide an efficient and effective weatherization program which complies with the IHWAP’s state and federal rules and regulations, and policies and procedures. In addition, the LAA must comply with the program requirements outlined below; see page 5 for requirements by position.

Conduct client outreach and education

The LAA will be required to conduct outreach within targeted areas and/or to eligible households of Peoria County. Also, the LAA shall inform clients of observed hazards and risks on-site and discuss and provide information (hand-outs) regarding the appropriate use and maintenance of all equipment to protect the weatherization investment. The LAA will also be responsible for educating clients on a range of health and safety issues including but not limited to asbestos, unsanitary living conditions, code compliance issues, fire hazards, lead based paints, air pollutants, carbon monoxide, mold and moisture issues, knob-and-tube wiring, and unvented space heaters.

Determine client eligibility

Households with annual gross income up to and including 200% of the federal poverty level are eligible for DOE, HHS and State funded weatherization. The LAA will be responsible for confirming and providing necessary documentation to demonstrate proof of annual household income and eligibility requirements for every applicant.

Prioritize client assistance

The LAA must review and approve all applications for client assistance. Assistance is available to individuals residing in single and multi-family dwellings as well as mobile homes, which can be rented, owned, subsidized or non-subsidized. Priority assistance is to be given to households who are elderly (age 60 and over), disabled or have children under the age of six. The owners of rental units are required to sign a form stating the rent will not be increased nor will the tenant be evicted for a period of one year as a result of receiving weatherization assistance. An Illinois Prevailing Wage will be required for workers conducting weatherization work in any non-owner-occupied rental sites including multi-family buildings.

Conduct energy assessments

The LAA must employ or secure the services of at least one Training Certification Program (TCP) and Quality Control Inspector (QCI) certified energy assessor who meets the criteria set forth on page 7 (Training Requirements for Weatherization Staff). An assessment will be required prior to any work beginning on every unit, and a final inspection after completion of the unit. The assessor will be required to produce an assessment that meets the criteria set forth by the IHWAP as well as work orders for any subcontractors used, and all applicable documentation must be entered into WeatherWorks, the statewide data base.

Install allowable weatherization measures

The LAA must ensure that only allowable weatherization measures are applied to units of income eligible households during the grant term. The LAA must further ensure that proper procedures are followed, that each unit receives the most comprehensive weatherization necessary to achieve the greatest level of energy efficiency, and that services were performed in the most cost-effective manner. All energy efficiency measures must comply with IHWAP rules and regulations, and policies and procedures. The costs of the measures are deemed to be the installed costs and are therefore inclusive of the labor costs associated with installing a particular measure. Measures installed through the IHWAP may include but are not limited to the following:

Single Family Measures (Not Applicable to Multifamily Buildings)

- Inspect heating/cooling equipment and repair/replace as necessary, including duct diagnostics and sealing (return and supply systems);
- Install energy efficient water heaters;
- Seal major air leaks and bypasses;

- Insulate and vent attics;
- Insulate sidewalls;
- Insulate floors;
- Insulate ducts and heating pipes;
- Install a smart thermostats;
- Install energy efficient lighting (LED bulb);
- Replace refrigerators;
- General heat waste measures (weather stripping, caulking, window repair, water heater insulation, etc.).

Perform on-site inspections

The LAA must ensure units are inspected, by a Building Performance Institute (BPI) certified QCI inspector, after mechanical work has been completed to ensure proper installation of materials and appropriate operation of mechanical systems. The LAA also must ensure that a quality control inspection is completed verifying that all work has been completed according to the assessment, vendor invoices match with work performed, the unit has achieved appropriate air sealing, and the mechanical systems are working properly before final payment is made.

Ensure client satisfaction (i.e., resolve client or contractor issues or disputes)

The LAA must recognize the special needs and concerns of low income, elderly and disabled clients and must ensure that clients are at all times treated respectfully and professionally. The LAA’s staff must conduct themselves in a professional manner at all times. This includes documenting clear metrics supporting prompt responses and service, adherence to scheduled appointments, resolution of client or contractor complaints or disputes, and monitoring of customer satisfaction through quality assurance visits, phone surveys and written surveys.

Special Note Regarding Call-Backs

The DOE established that LAAs may not charge their grant for additional work on homes that have already been reported to DOE as a completed unit. This places a greater responsibility on the Energy Assessors and Quality Control Inspectors to ensure that all appropriate measures have been called for and that those measures have been installed properly. This guidance must not be seen as alleviating LAAs’ responsibility to serve our clients responsibly. If errors or oversights do occur, LAAs are required to find solutions to rectify the incomplete job, while also complying with DOE regulations. This also applies to HHS and State funded units.

Enter client information for each household weatherized into the statewide database

The LAA must ensure that each job has all costs, activities, energy-saving measures, household information, notes, vendor information, and product information entered into WeatherWorks, the statewide database.

Responsibly managing award funds

The LAA must exhaust all grant funds during the term of the grant, while also demonstrating excellent stewardship over the use of these funds as intended. DOE, HHS, and State grants funds may be used for administrative costs associated with managing the IHWAP (see the IHWAP Operations Manual for more information). Funds will also be made available for training and technical assistance, liability insurance, and operational costs.

The LAA will be responsible for ensuring that IHWAP procurement is conducted in a manner that provides open and free competition. A procurement process that does not allow for fair, open and free competition puts the LAA at risk for litigation, and potential disallowed grant costs. When procuring for IHWAP goods and services, 2 CFR 200.320 Procurement and the OCA

Procurement Manual must be followed. Supporting documentation demonstrating the process must be on file for review. Any items purchased or leased without following 2 CFR 200.320 or without supporting documentation are subject to being disallowed and must be repaid.

Meeting all reporting requirements

Costs will be reimbursed at the time cash is requested only for units completed and reported in the WeatherWorks database provided to the grantee network for tracking and reporting work activity. The OCA will review fiscal records and supporting documentation at the time of on-site monitoring. All accounting records, including receipts, shall be maintained, reconciled, and kept up-to-date reflecting work performed and associated line-item budgets against which costs are being charged. The LAA will be required to report costs at the time a cash draw is made. The LAA will also be required to conduct an annual, third-party audit in compliance with the standards set forth in 2 CFR 200.500 Audit Requirement and the Grant Agreement. Failure to provide accurate and timely reports, including submission of the annual audit, may result in placement on the Illinois Stay Pay List, which will prevent the release of funds and the execution or modification of grant agreement.

Complying with all quality assurance and evaluation procedures

The LAA will be subject to fiscal, programmatic and technical on-site monitoring by OCA staff. All findings in fiscal, programmatic and technical monitoring reports must be remedied within 30 days of receipt of monitoring report. The LAA is required to include interim inspections and must conduct Quality Control Inspections (QCI) of 100% of the units weatherized as a part of the audit process to ensure adherence to IHWAP standards and to prevent fraud.

Contract cancellation- suspension or termination

The Local Administering Agency will be monitored at least once annually; failure to comply with established program policies and procedures, regulations, reporting requirements, production goals or allowable expenditures, etc., could result in the re-distribution of funds, suspension or the termination of the grant award. In the event the OCA determines any of these actions are necessary, the OCA may award this grant to the next top Applicant of this NOFO, without the requirement to reissue the NOFO.

Any significant deficiencies in the following may result in an investigation. If a deficiency is found, the LAA grant may be terminated or suspended with an appropriate remediation plan in place. In addition, the LAA may be reported to the DCEO's Chief Legal Counsel and the Illinois Office of the Executive Inspector General for suspension or debarment as appropriate:

- Reports of sub-standard workmanship or unprofessional behavior;
- Discrimination against or denial of employment to any individual in the performance of any weatherization contract in violation of Equal Opportunity Employment Laws;
- Failure to maintain appropriate working relationships with the client and representatives of the IHWAP;
- Failure to adhere to established time schedules for work completion;
- Failure to follow IHWAP policy as established in the Operations Manual, Field Standards, Assessment Manual, and Procurement Manual;
- Failure to honor the grant documents;
- Failure to meet reporting and invoicing requirements in a timely manner; or
- Failure to maintain insurance coverage, as stated;
- Identification of Fraud, Waste or Abuse;
- Failure to comply with the terms and conditions of the grant agreement.

CONTRACTOR ACTIVITIES AND SKILLS REQUIREMENTS

Key Personnel

The term “key personnel” includes: Board Chairperson (or equivalent), Executive Director (or equivalent), Fiscal Director (or equivalent), the Weatherization Coordinator (or equivalent), and QCI certified staff. The LAA must notify the OCA within 10 business days when any of the key personnel identified in the Weatherization Plan is no longer associated with the LAA or the weatherization program.

LAA shall engage personnel with the competencies and skills as described below:

Weatherization Coordinator

Competencies including:

- Ability to read and write legibly
- Verbal and written communication skills
- Basic construction knowledge
- Basic math skills
- Basic computer skills

Knowledge of building science principles including:

- Types of insulation materials
- Hazards of knob and tube wiring
- Use of safe work practices
- Air and heat movement principles
- Typical air leakage problems
- Air Barrier and Proper alignment
- Different types of duct leakage
- CO action levels
- Factors that affect heat loss in buildings
- Know air-sealing techniques and appropriate materials
- Causes and remedies of moisture problems;
- Causes and remedies of IAQ problems
- ASHRAE 62.2 2016
- Electric base-load usage
- Measure building dimensions and compute areas
- Compute volume of conditioned space
- Define thermal envelope of a building
- Materials allowed by 10 CFR 440
- Regulation and policy affecting measure selection
- Understand the interaction between measures

Working knowledge of appliances used to drive energy efficiencies including but not limited to:

- Heat furnaces/boilers
- Refrigerators

Knowledge of Program and fiscal policy, processes and procedures including:

- Enabling legislation of Weatherization Assistance Program
- DOE program regulations 10 CFR 440
- DOE financial regulations 10 CFR 600, 2 CFR 200 and OMB Circulars
- DOE program guidance and policy

- OCA IHWAP policies and procedures,
- State of Illinois IHWAP rules and regulations
- OCA fiscal policies and procedures
- Applicable state procurement regulations
- State approach to monitoring and T&TA
- OCA Confidentiality and Conflict of Interest Policy

Understanding of Program and Project Management and the ability to:

- Communication with OCA staff
- Effectively use applicable databases and tracking systems
- Submit accurate financial and production reports
- Provide T&TA for staff and contractors
- Coordinate and manage resources to achieve desired outcomes in most efficient manner
- Develop and implement leveraging strategies
- Prepare and track a budget
- Help maintain a purchase order system
- Maintain inventory tracking system
- Comply with federal limits on administrative expenses
- Manage a small construction-focused operation
- Ensure rigorous final inspection of all units

Training Certification Program (TCP)

- Must satisfy all training required by OCA within the prescribed timeframe.
- Must achieve TCP certification within 12 months of becoming Weatherization Coordinator.
- Must continue to receive training as new program guidelines are released.

Energy Assessor or Final Inspector/Quality Control Inspector

Basic Competencies including:

- Ability to read and write legibly
- Basic verbal and written communication skills
- Basic construction knowledge
- Basic math skills-
- Basic computer skills

Safe Work Practices including:

- Proper precautionary actions pertaining to U.S. DCEO/OCA of Energy (DOE) program regulations/policy, Environmental Protection Agency (EPA) guidelines for asbestos, lead, mold, and other health hazards
- Material Safety Data Sheets
- Occupational Safety and Health Act (OSHA) standards:
 - Ladder safety
 - Fall protection
 - Personal protective equipment
 - Respiratory protection
 - Motor vehicles
 - Power-operated hand tools
 - Fire prevention
 - Confined spaces

Ability to:

- Physically gain entry into all areas of a home (Crawl Spaces and Attics)
- Select, fit, and use the appropriate Personal Protection Equipment for a particular task
- Safely use basic hand and power tools
- Use a basic first aid kit to treat common job-site injuries
- Use lead safe weatherization
- Identify serious mold conditions; and
- Assess work area safety hazards
- Inspect and Measure
- Setup a blower door
- Prepare a building for a blower door test
- Take blower door reading and interpret results
- Conduct zone pressure diagnostics and interpret results
- Determine the location and effectiveness of the air barrier of a house
- Determine dominant duct leakage
- Conduct pressure tests. Potential tests include:
 - Pressure pan
 - Duct pressurization test
- Measure room pressure imbalances in houses with forced-air systems
- Test air vents, steam traps, thermostatic radiator valves, and hot water zone valves
- Base-load systems: Meter electrical devices to determine their annual energy consumption
- Measure the CO level in ambient air
- Measure the CO level of vented and unvented combustion appliances
- Measure the CO levels of gas- or propane-fired cook stoves
- Detect and natural gas, propane, and fuel oil leaks
- Conduct a worst-case depressurization test of a combustion appliance zone
- Measure the combustion appliance zone to assure sufficient volume for combustion air
- Clock a gas meter to determine the actual input of a gas-fired combustion appliance
- Conduct basic temperature-rise and total external static pressure tests on forced-air furnaces
- Measure the steady-state efficiency of a vented combustion appliance
- Assess the potential inadequacy of supply and return plenum and duct sizes for forced-air systems
- Use a DOE-approved energy audit to input accurate building data and recommend appropriate, cost- effective weatherization measures
- Prioritize air-sealing efforts
- Select the proper LED bulb to replace an incandescent lamp while maintaining or improving lighting levels
- Work Scope Development – Accurately estimate the type and quantity of materials required to cost- effectively weatherize an eligible unit
- Prepare clearly written work orders for contractors
- Accurately measure the dimensions of floors, walls, ceilings, windows, and doors, and compute surface areas
- Compute the volume of conditioned space of a building
- Define the thermal envelope of a building
- Assess the effectiveness of existing insulation and the effective R-values
- Perform other Diagnostic Testing

Working knowledge of:

- U.S. Department of Energy (DOE) program regulations/policy and Environmental Protection Agency (EPA) guidelines for asbestos, lead, mold, and other health hazards
- Air and heat flow in buildings
- Factors that affect building heat loss
- Construction features and critical junction points of common housing types
- Insulation R-values
- Different insulation materials and installation techniques
- Various air-sealing techniques and appropriate materials
- Causes of and remedies for existing and potential moisture problems
- Causes of and remedies for other existing and potential indoor air quality problems
- Residential mechanical ventilation systems
- Minimum ventilation rates/building tightness limits based on the appropriate ASHRAE 62.2-2010 standard
- Electric base-load usage
- The difference between as-measured and air-free CO readings
- Blower door principles of air movement and how they relate to building heat loss
- Typical air leakage problems in common housing types
- Minimum ventilation rates
- Zone pressure diagnostics
- The air barrier of a building and the importance of aligning it with the thermal barrier
- Primary and intermediate zones of a house
- Duct testing and the problems associated with different types of duct leakage
- Steam and hot water distribution system testing
- The components of typical steam and hot water distribution systems and the characteristics of their proper operation
- Combustion Appliance Safety
- CO action levels
- Causes of and remedies to common vent system problems
- Materials allowed to be installed based on 10 CFR 440 Appendix A
- The regulatory and policy requirements for selecting weatherization measures using the Weatherization Assistant or priority lists
- The interaction between typical weatherization measures (e.g., the impact of air-sealing and insulation measures on the potential savings of heating efficiency improvements)
- Common code requirements related to:
 - Vent system sizing, materials, clearances, and installation
 - Safety shut-off devices
 - Gas line sizing
 - Combustion air

Training Certification Program (TCP) For Coordinator, Energy Assessor and Final Inspector

- Must satisfy all training required by OCA within the prescribed timeframe.
- Must achieve TCP certification within 12 months of becoming Energy Assessor.
- Must continue to receive training as new program guidelines are released.

Quality Control Inspector (QCI) for Assessor and Final Inspector

- Must satisfy all training required by OCA within the prescribed timeframe.
- Must achieve BPI, QCI certification prior to inspecting DOE-WAP funded projects.

- Must continue to receive training as new program guidelines are released.

ASSESSORS, FINAL INSPECTORS AND CONTRACTORS TRAINING REQUIREMENTS

The following table lists all the required training and all of the suggested training and which individuals need should attend the training.

REQUIRED TRAINING		
Subject	Approximate Duration	Who Should Attend
Confined Spaces Training	8 Hours	Coordinators, Assessors, Final Inspectors
Weatherization Basics	24 Hours	Coordinators, Assessors, Final Inspectors
Heat Transfer	24 Hours	Coordinators, Assessors, Final Inspectors
Building Fundamentals	24 Hours	Coordinators, Assessors, Final Inspectors
Introduction to Building Diagnostics	24 Hours	Coordinators, Assessors, Final Inspectors
Infrared Thermography	12 Hours	Coordinators, Assessors, Final Inspectors
Mid-Course Field Assessment	24 Hours	Coordinators, Assessors, Final Inspectors
Introduction to Heating Systems	24 Hours	Coordinators, Assessors, Final Inspectors
Advanced Heating Systems	24 Hours	Coordinators, Assessors, Final Inspectors
Air Conditioning and Heat Pumps	24 Hours	Coordinators, Assessors, Final Inspectors
Health & Safety, Indoor Pollutants, Lead-safe Weatherization	18 Hours	Coordinators, Assessors, Final Inspectors
Weatherization Building Assessment Follow-up - In Field	12 Hours	Coordinators, Assessors, Final Inspectors
Review and Proficiency Test	6 Hours	Coordinators, Assessors, Final Inspectors
Quality Control Inspector Class	24 Hours	Final Inspectors
Energy Auditor Class	32 Hours	Assessors, Final Inspectors
SUGGESTED TRAINING		
Subject	Approximate Duration	Who Should Attend
OSHA	30 Hours	Coordinators, Assessors, Final Inspectors
Mobile Home Assessment Training	30 Hours	Coordinators, Assessors, Final Inspectors

The OCA currently has a contract with the Champaign County Regional Planning Commission to provide the necessary training for all Weatherization staff.

The release of this NODO does not obligate the Department to issue any designations.

C. Funding Information

This grant program is utilizing federal pass-through and state funds annually appropriated by the Illinois General Assembly, specifically to appropriation accounts 870-42070-4900-0000-7021-35, 737-42070-4900-0000-5340-35, and 550-42070-4900-0000-5325-35 for grants, contracts and administrative expenses associated with DCEO Weatherization Programs.

This opportunity is an annual formula allocation. DCEO/OCA uses a federally approved formula to allocate grant funds to LAAs; the formula is based on the Index of Needs and is comprised of five factors: Heating Degree Days; Fuel Cost Factor Per 100,000 BTUs; Persons in Poverty per the most recent census data; Elderly in Poverty per the most recent census data; and Disabled persons in Poverty. The PY 2025 award was in the amount of \$952,989 and will be adjusted each year according to the base allocations and the formula previously stated.

DOE Weatherization:

Administrative costs are limited to a maximum of 12.5% of the grant amount (12.5% for grants \$350,000 or less, 7.5% for grants over \$350,000). This amount is inclusive of both direct administration costs and indirect costs.

HHS Weatherization:

Administrative costs are limited to a maximum of 6% of the grant amount. This amount is inclusive of both direct administration costs and indirect costs.

State Weatherization:

Administrative costs are limited to a maximum of 8% of the grant amount. This amount is inclusive of both direct administration costs and indirect costs.

An example of these cost breakouts is illustrated in the table below:

Peoria County funding breakout:

Funding Source	Base	Admin	Program Support	Materials & Labor	T & TA	Total Budget
DOE	\$259,495	\$41,447	-----	-----	\$30,633	\$331,575
HHS	-----	\$25,937	\$100,262	\$286,463	\$19,615	\$432,277
State	-----	\$15,131	\$45,113	\$128,893	-----	\$189,137

This grant program is subject to the cost principles found in Subpart E 2 CFR 200. Examples of unallowable costs include, but are not limited to:

- Bad debts
- Contingencies or provision for unforeseen events
- Contributions and donations
- Entertainment, food, alcoholic beverages, gratuities
- Housing costs
- Fines and penalties
- Interest and financial costs
- Legislative and lobbying expenses.

D. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a current SAM.gov registration (<https://sam.gov>), SAM.gov registrations must be marked as “public” to allow the GATA Grantee Portal to expedite the review of the federal information;
- Has a valid UEI number (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable (https://www.cyberdriveillinois.com/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

1. Eligible Applicants include:

Units of local government, Community Action Agencies and other 501(c)(3) not-for-profit entities in good standing in the State of Illinois are eligible to apply through this Funding Opportunity to provide weatherization services in Peoria County, Illinois described herein. In accordance with 10 CFR 440.15, the Illinois LIHEAP Rules (20 ILCS 605/605-95), and the Illinois Economic Opportunity Act (20 ILCS 625), preference will be given to designated (Federal or State) Community Action Agencies.

OCA is interested in receiving responses from 501(c)(3) non-profits or units of local government who have been 1) incorporated for at least 10 Years, 2) are able to provide the services described in the Scope of Work section, 3) have or will establish an operational office within Peoria County, and 4) meet all of the requirements in 10 CFR 440.15. Specifically, a successful Applicant must:

- Be a Community Action Agency (CAA), or Public Entity, or other Non-Profit;
- Have proven experience and performance in weatherization or housing renovation activities;
- Have experience assisting low income persons;
- Have the capacity to undertake a timely and effective weatherization program;

The Illinois Economic Opportunity Act (20 ILCS 625/2) authorizes the DCEO to give preference to any Community Action Agency (CAA) or other public or nonprofit entity currently operating an effective IHWAP program where program effectiveness is evaluated by consideration of factors including, but not limited to, the following:

- The extent to which the current program is achieving weatherization goals in a timely fashion;
- The quality of work performed by the LAA; and
- The qualifications, experience and number of staff members of the LAA.

Agencies awarded funds through this NOFO should have a computer that meets the following minimum specifications for the purpose of utilizing the required DCEO reporting

forms and the receipt/submission of electronic program and fiscal information:

- Internet access, preferably high-speed
- Email capability
- Microsoft Excel
- Microsoft Word

Training and Technical Assistance:

Subgrantee must agree to receive technical assistance from authorized representatives of OCA. The program and collaborating partners will be required to be in attendance at any site visits by DCEO/OCA staff. Subgrantee will be required to attend regular meetings and trainings as provided by DCEO or a subcontractor of DCEO.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

2. Cost Sharing or Matching.

Cost sharing or matching is not required for this opportunity.

3. Indirect Cost Rate.

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.
- c) De Minimis Rate. An organization may elect a de minimis rate of 15% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the State of Illinois’ centralized indirect cost rate system.

The following State University Facilities & Administration Rate and Base will apply to all State issued awards that contain either Federal pass-through funding or State funding.

RATE:

20% Rate for awards or programs administered On-Campus*

10% Rate for awards or programs administered Off-Campus*

BASE:

Base approved in the State Universities’ current Federally Negotiated Indirect Cost Rate Agreement (NICRA)

*Criteria for utilization of the On/Off campus rate is located within the general terms and conditions of Federal NICRA for each State University. If not clearly defined, State awarding agencies and officers will make final determination based upon the purposes of the grant scope.

DOE, HHS, and State grant funds awarded under this program may be used for administrative costs associated with managing the IHWAP (see the IHWAP Operations Manual and IHWAP budget definitions for more information). Funds will also be made available for training and technical assistance, liability insurance, and operational costs.

4. Other, if applicable.

Applicants may submit one application for this opportunity.

E. Application and Submission Information

1. Address to Request Designation Package.

Designation application materials may be shared by contacting the Program Manager:

Mick Prince
Illinois Department of Commerce & Economic Opportunity
Office of Community Assistance
1011 S 2nd St.
Springfield, IL 62704
Email: Mick.Prince@illinois.gov

2. Content and Form of Designation Submission.

Proposal Narrative

The narrative portion of the proposal must include all information requested. Attach pages as necessary. The narrative should include responses to each question and information requested below:

History

1. Is your organization a Community Action Agency (CAA) or currently operating the Illinois Home Weatherization Assistance Program (IHWAP)?
2. How long has your organization been in existence and registered with the State of Illinois?
3. Does your organization provide services to low income households (at or below 200% of poverty)? If yes, describe the services provided, the number of households served annually, and how long have these services been provided?
4. Does your organization have weatherization related experience? If yes, how long have you been providing weatherization services? Please describe your organization's weatherization work related experience.

Governance

1. Does your organization have a governing or advisory board? If yes, please explain the structure of the board, frequency of meetings, and provide a list of the board members (indicating profession of member and representation (public, private, low income representative) and a copy of the board bylaws.
2. How many members of the organization's board represent low income constituents?
3. How many meetings does the board hold throughout the year with a quorum present? Please provide the date of board meetings last year and provide copies of the minutes from the last two full board meetings.
4. Please describe the board's engagement in planning and development, and evaluation of programs.
5. When and how does the board evaluate the effectiveness of the programs operated?
6. How frequently does the board receive and discuss financial reports?
7. Please describe how the audit is presented to the entire board?
8. Does your organization have any lawsuits pending against them? If yes, please describe any pending litigation.

Management

1. How many years of management experience does the President/CEO/Executive Director have? Please provide the resume of the President/CEO/Executive.
2. How many years of experience does the President/CEO/Executive Director have with operating state or federal low income programs?
3. How many years of experience does the President/CEO/Executive Director have in operating low income programs and managing an agency?
4. How many years of experience does the President/CEO/Executive Director have in operating a weatherization or rehab program?
5. How many years of experience does the Chief Financial Officer in managing the finances of an agency? Please provide the resume for the Chief Financial Officer.
6. Does the CFO have a college degree in Accounting or Finance?
7. Please provide proof that your organization is in Good Standing as reported to the Illinois Secretary of State (annual not-for-profit).

Staffing

1. Describe how your organization has the staff capacity to operate the IHWAP. Please include information on the current weatherization program staff size (FTE), the types of staff (program coordinators/managers, supervisors, assessors and final inspectors, data entry and other support staff, etc.), and their educational background and experience. Provide resumes and position descriptions of the key program staff (program coordinators/managers, supervisors, assessors, and final inspectors).
2. Is your organization's staff trained to meet DOE and DCEO/OCA standards? Is the

Weatherization Coordinator TCP certified? Is the final inspector QCI certified?

Audit

1. Provide your organization's audit for the last two audit years.
2. How many Findings or Observations were identified in each of the audits?
3. Have all Findings (if any) been resolved?
4. How often does your organization change auditors or at least the team of auditors conducting the audit?
5. Did the audits identify your organization as a Going Concern?

Financial

1. Describe your organization's accounting system and indicate whether the organization has an automated accounting system that meets generally accepted accounting principles?
2. Does your organization have board approved Fiscal and Procurement Manuals that are in compliance with 2 CFR 200? If yes, please provide a copy of the Fiscal and Procurement Manuals.

Equipment

1. List all the equipment used by your organization to conduct weatherization or rehabilitation activities (blower door, infrared gun, construction tools, confined spaces equipment, etc.).

Community

1. Does the Applicant have an effective outreach referral program (evidenced by services to all low-income clients)? Describe how your organization conducts outreach and referral and provide supporting documentation that demonstrates outreach activities (public service announcements, press releases, brochures, annual reports, etc.). How does your organization ensure that low income individuals and families are aware of your services?
2. Does the Applicant have an effective citizen participations/community involvement program? If yes, please describe this program.
3. Provide at least three letters of support from the community including at least one letter from the public sector, the private sector, and the client sector.

Budget

1. Examples of previous budgets submitted for IHWAP. If a budget has not been previously prepared and submitted, an applicant may request the appropriate templates.

Weatherization Plan

Using the Weatherization Plan template, prepare a plan responding to all areas. If an existing IHWAP subgrantee is responding to this NOFO, please complete the plan to encompass your current service territory and Peoria County.

3. Unique Entity Identifier (UEI) and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

- Be registered in SAM. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov. Resource Links tab. SAM.gov registrations must be “public.”
- Provide a valid UEI number in the GATA Grantee Portal registration.
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department will not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal pass-through or State award, the Department may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

4. Submission Dates and Times.

Applications for this opportunity must be submitted by **5:00P on January 17, 2025**. All required documents shall be submitted electronically.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/7671dad5bc9c46fe95bcd2edff31e7e0>

The Department is under no obligation to review applications that do not comply with the above requirements. **Failure to meet the application deadline will result in the Department not proceeding with review of the designation submission and will preclude the Department from moving forward with consideration of the designation submission.**

5. Intergovernmental Review, if applicable.

N/A

6. Funding Restrictions.

This opportunity does not allow reimbursement of pre-award costs. Other restrictions can be found in Sections A., B., and C.

7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the Project Narrative by contacting the program contact listed in this NODO.

F. Application Review Information

1. Criteria.

Each proposal will be reviewed and scored based on the response to all the questions and information requested as part of the project narrative. A total of 220 points are available. The scoring of the proposals will be the following percentage for each criteria:

Capacity (68%)

History of Performance- 9%

- Applicant is a CAA or currently operating the IHWAP
- Applicant has been in existence and registered with the State of Illinois for at least 10 years
- Applicant provides services to low income households (at or below 200% of poverty)
- Applicant has weatherization related experience

Governance- 18%

- Applicant has a governing or advisory board
- The board has low income representation
- The board holds at least four meetings throughout the year with a quorum present
- Evidence the board is actively engaged in planning and development
- The board evaluates the effectiveness of the programs operated
- The board receives and discusses financial reports
- The audit is presented to the entire board
- Disclosure if the Applicant has any lawsuits pending against them

Management- 16%

- Applicant has a President/CEO/Executive Director with management experience equivalent to at least 5 years in a key position within an/the organization
- Applicant has a President/CEO/Executive Director with experience in operating state or federal low income programs
- President/CEO/Executive Director has at least five years' experience in operating low income programs and managing an agency
- President/CEO/Executive Director have experience with operating a weatherization or rehab program
- Applicant has a Chief Financial Officer with at least five years' experience in managing the finances of an agency
- CFO has a college degree in Accounting or Finance
- The entity is in Good Standing as reported to the Illinois Secretary of State (annual not-for-profit)

Staffing- 7%

- Applicant has the staff capacity to operate the IHWAP
- Applicant's Weatherization Coordinator TCP certified
- Applicant's final inspector(s) QCI certified

Audit- 11%

- Applicant has an acceptable audit for the last two years
- Applicant did not have Findings or Observations
- Findings and Observations have been resolved
- Applicant changes auditors every 2 – 5 years or at least the team of auditors conducting the audit
- Applicant has not been identified as a Going Concern in the audit

Financial- 5%

- Applicant has an automated accounting system that meets generally accepted accounting principles
- Applicant has board approved Fiscal and Procurement Manuals that are in compliance with 2 CFR 200

Equipment- 2%

- Applicant has the weatherization equipment necessary to install the assessed energy efficiency measures

Need (7%)

Community- 7%

- Applicant has an effective outreach referral program (evidenced by services to all low-income clients)
- Applicant has an effective citizen participations/community involvement program
- At least three letters of support from the required sectors

Quality (25%)

Budget- 5%

- Sample budget that applicant has submitted for a Weatherization award
- Sample budget satisfies weatherization budget definitions

Weatherization Plan- 20%

- Applicant a current weatherization LAA with a good or average program
- Sample Weatherization Plan address all areas
- Outreach appears to reach targeted groups
- Advertisement activities appear to inform clients of program opportunities
- Intake activities appear to offer all potentially eligible applicants the opportunity to apply
- Priority system meets federal requirements
- Plan for ensuring compliance and work quality, and QCI Inspections is described
- Applicant includes a plan to address safety training, lead-safe work implementation, and production planning and assessments
- Applicant explains how it will uphold program integrity.

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section F.1. The Department will designate an Evaluation Committee to grade each application received for this designation opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score.

The review process will proceed in three stages:

- 1) **Eligibility Review (first stage):** Proposals will be checked for completeness; incomplete responses will be withheld from further review. If no complete Proposals are received, the OCA reserves the right to go back to all applicants and request the proposal components that may have been inadvertently left out. The OCA can then review all complete Proposals or if none exist thereafter, the OCA can review the bid packages that have been submitted and make a decision from there whether to reopen the bid or to award to one of the existing applicants based on information submitted.
- 2) **Recommendation by Committee (second stage):** Complete responses (or partial if applicable based on #1 above) will be sent to a review committee to be scored per the evaluation criteria outlined herein. The review committee will consist of at least three members, comprised of OCA staff.
- 3) **OCA Review:** The third stage review will be completed by OCA management staff who will determine which Proposal shall be selected based on recommendations of the review committee and feedback from the references provided.

The Illinois Economic Opportunity Act (20 ILCS 625/2) authorizes the DCEO to give preference to any Community Action Agency (CAA) or other public or nonprofit entity

currently operating an effective IHWAP program where program effectiveness is evaluated by consideration of factors including, but not limited to, the following:

- The extent to which the current program is achieving weatherization goals in a timely fashion;
- The quality of work performed by the LAA; and
- The qualifications, experience and number of staff members of the LAA.

3. Anticipated Announcement and State Designation Dates, if applicable.

After the application period is closed, the Department will conduct a merit-based review of eligible applications. Successful applicants will receive a Notice of Designation.

The Department reserves the right to not to issue any designation.

G. Designation Administration Information

1. Administrative and National Policy Requirements.

Subrecipients and Subcontractors: Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

2. Reporting

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (*See* 2 CFR 200.344).

Monitoring

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act Admin Rules shall apply (See 44 IL Admin Code 7000.90).

Meeting all reporting requirements

Costs will be reimbursed at the time cash is requested only for units completed and reported in the WeatherWorks database provided to the grantee network for tracking and reporting work activity. The OCA will review fiscal records and supporting documentation at the time of on-site monitoring. All accounting records, including receipts, shall be maintained, reconciled, and kept up-to-date reflecting work performed and associated line-item budgets against which costs are being charged. The LAA will be required to report costs at the time a cash draw is made. The LAA will also be required to conduct an annual, third-party audit in compliance with the standards set forth in 2 CFR 200.500 Audit Requirement and the Grant Agreement. Failure to provide accurate and timely reports, including submission of the annual audit, may result in a FEIN lock preventing the release of funds.

Complying with all quality assurance and evaluation procedures

The LAA will be subject to fiscal, programmatic and technical on-site monitoring by OCA staff. All findings in fiscal, programmatic and technical monitoring reports must be remedied within 30 days of receipt of monitoring report. The LAA is required to include interim inspections and must conduct Quality Control Inspections (QCI) of 100% of the units weatherized as a part of the audit process to ensure adherence to IHWAP standards and to prevent fraud.

Grant Agreement cancellation- suspension or termination

The Local Administering Agency will be monitored at least once annually; failure to comply with established program policies and procedures, regulations, reporting requirements, production goals or allowable expenditures, etc., could result in the re-distribution of funds, suspension or the termination of the grant award. In the event the OCA determines any of these actions are necessary, the OCA may award this grant to the next top Applicant of this NOFO, without the requirement to reissue the NOFO.

Any significant deficiencies in the following may result in an investigation and, if found to be accurate, the LAA grant may be terminated or suspended with an appropriate remediation plan in place. In addition, the LAA may be reported to the DCEO's Chief Legal Counsel and the Illinois Office of the Executive Inspector General for suspension or debarment as appropriate:

- Reports of sub-standard workmanship or unprofessional behavior;
- Discrimination against or denial of employment to any individual in the performance of any weatherization contract in violation of Equal Opportunity Employment Laws;

- Failure to maintain appropriate working relationships with the client and representatives of the IHWAP;
- Failure to adhere to established time schedules for work completion;
- Failure to follow IHWAP policy as established in the Operations Manual, Field Standards, Assessment Manual, and Procurement Manual;
- Failure to honor the grant documents;
- Failure to meet reporting and invoicing requirements in a timely manner; or
- Failure to maintain insurance coverage, as stated;
- Identification of Fraud, Waste or Abuse;
- Failure to comply with the terms and conditions of the grant agreement.

H. Other Information

No questions will be answered regarding application status. Proposals will be opened and evaluated upon receipt. Awards will be announced after the final determination is made.