

Section 3 Evaluation Criteria

The NEO will award aid agreements to the Applicants whose proposals score the highest with respect to the evaluation criteria and that are most advantageous to the NEO. Proposals will be evaluated on Applicant's documentation of meeting the following criteria: complying with threshold requirements, demonstration of organizational capacity to deliver weatherization services and to comply with federal program requirements, project readiness, financial resources and fiscal management and experience as defined in this RFP. Applications will be scored on a scale from one to 100 based on the criteria listed below. Applicants must score a minimum of 60 points to be considered for funding. A serious deficiency in any one criterion may be grounds for rejection regardless of overall score. Responses will be evaluated by a Review Committee established by NEO using the Evaluation Criteria. The Review Committee will present its recommendations to the NEO Director. All final award decisions will be made by the NEO Director. NEO WAP staff reserves the discretion to assign portions of service territories to various Applicants in making award recommendations to the NEO Director.

3.1 Scoring by Criteria

Criteria	Maximum Score
Organizational Capacity	18
Weatherization Program Experience & Readiness	30
Finance	24
Weatherization Program Design & Implementation	28
Total Maximum Points	100

3.1.1 Organizational Capacity	18 Possible Points
<p>Experience of Management and Administration Personnel (outline the experience of Applicant's staff with federal grant-funded programs and NEO WAP, if applicable)</p> <p>Executive Director – Less than 1 year experience 2-4 years' experience 5 or more years' experience</p> <p>Weatherization Program Manager – Less than 1 year experience 2 years' experience 3 or more years' experience</p> <p>Fiscal Manager – Less than 1 year experience 2 years' experience 1 or more years' experience</p>	<p>Maximum 6 points</p> <p>0 points 1 point 2 points</p> <p>0 points 1 point 2 points</p> <p>0 points 1 point 2 points</p>

<p>Field Operations Staff Weatherization Experience (Provide a list all staff and contractors that will provide weatherization services as part of this RFP, Describe staff and experience designing, implementing, and administering U.S.DOE WAP and/or energy efficiency programs)</p> <p>Project or program management in energy efficiency –</p> <ul style="list-style-type: none"> • Less than 1 year experience • 1-2 years of experience • 3 or more years of experience <p>Project or program management directly with U.S. DOE WAP –</p> <ul style="list-style-type: none"> • Less than 1 year experience • 1-2 years of experience • 3 or more years of experience <p>Will all or part of the weatherization work be conducted by crews? (explain including # of crews, # of crew members/per crew)</p> <ul style="list-style-type: none"> • No existing staff – applicant will need to hire all weatherization crew members or is using only contractors to implement weatherization program • Some existing staff – applicant will need to hire some additional weatherization staff • Sufficient staff already employed by applicant <p>Will all of part of the weatherization work be conducted by contractors? (explain including # of contractors, type of contractors)</p> <ul style="list-style-type: none"> • No existing contractors– applicant will need to solicit and contract for all weatherization contractors or is using only crews to implement weatherization program • Some existing contractors– applicant will need to solicit and contract for some additional contractors to implement weatherization program • Sufficient contractors already under contract with applicant 	<p>Maximum 8 points</p> <p>0 points 1 point 2 points</p> <p>0 points 1 point 2 points</p> <p>0 points 1 point 2 points</p> <p>0 points 1 point 2 points</p>
<p>Board of Directors Experience and Oversight (Proved a list of all Board of Directors and Officers with occupation , years of service as board member, representation (by region, occupation, or other – if any), list of board committees and membership)</p> <p>Board experience and tenure reflects oversight capacity for federal program delivery?</p> <ul style="list-style-type: none"> • No prior experience of tenure • Sufficient Experience with oversight of federally funded programs not directly related to weatherization • Extensive Experience with oversight of federally funded programs directly related to U.S.DOE WAP <p>Does Board of Directors have a Fiscal Oversight Committee (describe)?</p> <ul style="list-style-type: none"> • No • Yes 	<p>Maximum 4 points</p> <p>0 points 1 point 2 points</p> <p>0 points 2 points</p>

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3.1.2 Weatherization Program Experience & Readiness	30 Possible Points
<p>Weatherization Program Experience (for each item, describe staff (by name and title) with relevant experience, type and length of experience, and directly related trainings and certifications held by staff and/or contractors)</p> <p>Energy Audit Experience & Training</p> <ul style="list-style-type: none"> • Staff experience & training in conducting energy audits on single family residences • Staff experience & training in conducting energy audits with NEAT (National Energy Audit Tool software) • Staff experience & training in conducting energy audits on mobile homes • Staff experience & training in conducting energy audits using MHEA (Mobile Home Energy Audit software) • Staff experience & training in conducting energy audits on multifamily (>4 units) residences • Staff experience & training in conducting energy audits using TREAT (Targeted Retrofit Energy Analysis Tool audit software) <p>Building Analysis & Diagnostics Experience & Training</p> <ul style="list-style-type: none"> • Staff experience & training in blower door testing and analysis, including number of blower door tests conducted: minimum of one year experience. • Staff experience & training in Combustion Area Zone testing & analysis, including number of CAZ tests conducted: minimum of one year experience. • Staff experience & training in backdraft and carbon monoxide testing, including number of tests conducted: minimum of one year experience. <p>Energy Retrofit Installation Experience & Training</p> <ul style="list-style-type: none"> • Staff experience & training in installation of energy retrofit installation • Staff experience & training in Lead-safe Work Practices for Weatherization • Staff experience & training in EPA RRP (Renovation, Repair, and Painting) <p>Quality Control Inspection (QCI) Certification, Experience & Training</p> <ul style="list-style-type: none"> • Certified QCI staff experience & training in conducting quality control Inspections for energy efficiency projects • Certified QCI staff experience & training in conducting quality control inspections for weatherization projects 	<p>15 maximum points Points awarded at reviewers' discretion.</p>

<p>Other Staff Certifications & Training – Points will be awarded for weatherization staff completion and/or certifications in the following categories:</p> <p>NEO WAP Training Network Weatherization Curriculum - list staff who have completed NEO-sponsored WAP Training & name/date of trainings completed</p> <p>BPI Training & Certifications – (list training, staff, and provide evidence of certification/completion)</p> <p>EPA RRP (Renovation, Repair, and Painting) Firm Certification (provide copy of certificate)</p> <p>EPA RRP Individual Certifications (list staff & provide copy of certificate)</p> <p>OSHA 10 and/ or 30-hour Occupational Safety and Health Administration Training (list staff and provide copy of training certificate)</p> <p>Other weatherization/energy efficiency training and experience: (list other related certifications, licenses, training and/or experience such as infrared thermal training, HVAC license, etc.)</p>	<p>10 maximum points.</p>
<p>Weatherization Tools & Equipment (limited program funds are available to purchase equipment and tools for weatherizing homes; points will be given to applicants that have sufficient tools and equipment in place to implement weatherization measures)</p> <p># and type, and age of blower door equipment and manometer owned by agency and/or contractors</p> <p># and type of infrared devices to detect insulation levels</p> <p>Combustion Analyzing equipment (number, type, model, and age)</p> <p>Gas leak detection equipment (number, type, model and age)</p> <p>Insulation installation equipment (number, type, model and age)</p> <p>Other tools and equipment that will be used for weatherizing homes</p>	<p>3 points maximum</p>
<p>Training & Technical Assistance Plan—(provide a brief plan describing how new and existing staff and contractors will obtain required training, certifications, and continuing education)</p>	<p>2 points maximum</p>

<p>3.1.3 Finance</p>	<p>24 Possible Points</p>
<p>External Audit - a maximum of 8 points will be awarded based on the results of applicant's independent audit for their most recent completed fiscal year, however audit must not be for a fiscal year ending earlier than 2011. Audit materials must include management's response to any findings and corrective action that provides the action taken to clear the finding and current status of finding.</p> <p>No Findings Findings have been cleared Unresolved Findings</p>	<p>8 points 4 points 0 points</p>
<p>External Monitoring - Provide the results of external monitoring pursuant to</p>	

contracts paid with federal funds for their most recent completed program year. The applicable Program for NEO WAP is July 1, 2013 through June 30, 2014. Applicant must supply monitoring responses to include responses to any findings. Agency should also provide proof that findings have been cleared.	
No Findings	8 points
Findings have been cleared	4 points
Unresolved Findings	0 points
Central Contract Registry - Evidence of current registration	2 points
Excluded & Debarred Contractors - Evidence that applicant is not barred or excluded from receiving federal funds (provide from the Excluded Parties List System (EPLS))	1 points
Internal Fiscal Controls – Two points will be awarded for a sound organizational system of internal controls in fiscal management documented in the organization’s policy & procedures manual approved by the Applicant’s board of directors.	2 points
Fiscal Oversight Bylaws & Committee – Two points will be awarded for proof that the Applicant is required through its bylaws to have a Board of Director’s Oversight Committee.	2 points
For current WAP sub-grantees only: Clearing submission of A-133 Audit - Evidence that A-133 Single Audit was submitted as required to the Federal Audit Clearinghouse	1 point

3.1.4 Program Design & Implementation	28 Possible Points
<ol style="list-style-type: none"> 1. Business Description and Vision <ol style="list-style-type: none"> a. Mission Statement, i.e. the purpose of the agency (1) b. Explanation of how the NEO Weatherization Assistance Program fits into the agency mission (3) c. Company Vision outlining the company’s planned growth, including energy efficiency related work (2) 2. Description of Proposed Service Territory <ol style="list-style-type: none"> a. History of activity within the proposed service territory (1) b. Partners and potential partners (1) c. Outreach Plan. Describe the Applicant’s plan for generating applications and maintaining the waiting list for the Program. (2) 3. Description of Services <ol style="list-style-type: none"> a. Operational Format. Describe the proposed operational structure, including field staff by job type and number of FTE’s (full-time equivalent staff) assigned to the weatherization program, and the workflow between the different staff groups. (3) b. Production assessment. Describe the area to be served by the Applicant. The production plan should be for a 12-month period and production numbers provided down by county. (3) c. Quality Assurance Plan. (3) d. Grievance and/or Complaint Process (1) 4. Organization and Management (provide a description of the organization and management structure of your agency in less than 	<p>Maximum of 30 points. Points are listed at the end of each item (#).</p>

<p>two pages. Resumes and certifications do not count toward the page count)</p> <ul style="list-style-type: none"> a. Approved Board Resolution in support of proposal (1) b. Organizational Chart (1) with FTE's c. Resumes for Executive Director, Weatherization Program Manager, Fiscal Manager** d. Resumes of WX Field Staff and/or Contractors** e. Training and Certifications of Weatherization Field Staff** <p>5. Financial Management</p> <ul style="list-style-type: none"> a. Provide a proposed cost allocation plan. (2) b. Provide the policy for the Applicant's system of internal controls for fiscal management documented in policy & procedures manual approved by the Applicant's board of directors.** c. Provide proof that the Applicant is required through its bylaws to have a Board of Director's Oversight Committee.** <p>6. References</p> <ul style="list-style-type: none"> a. Provide up to four (4) References from completed projects (3) – weatherization and/or energy efficiency projects preferred b. List all projects from the past 5 years. Provide the total cost of the project and indicate all sources of the funds for each project. (1) 	<p>Highlighted items with an ** are items that should be included in the Program Plan, but are scored elsewhere.</p>
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Section 6 Certifications

_____ (“Applicant”) is submitting a proposal to the Nebraska Energy Office (“NEO”) to be a subgrantee under the Nebraska Weatherization Assistance Program.

Applicant certifies that:

It will abide by all applicable Federal and State of Nebraska laws and all applicable statutory, regulatory, and judicially created rules and guidelines.

It understands that NEO will monitor its performance and compliance.

It is in good standing with all its funding sources.

It complies with Equal Employment Law and complies fully with all government regulations regarding nondiscriminatory employment practices.

It understands and represents that any contract it enters into with NEO will be binding in all respects.

It has a current registration with the Nebraska Secretary of State Office, if applicable.

This proposal shall be valid until contract award or 90 calendar days from the proposal due date, whichever is longer.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THE PROPOSAL IS TRUE AND CORRECT, AND THAT I HAVE THE AUTHORITY TO BIND THE APPLICANT TO THE ASSURANCES, AS WITNESSED BY MY SIGNATURE BELOW.

Signature of Authorized Official on
behalf of Applicant

Date

Printed Name

Title

Section 7 Attachments

Attachment A

2013 Nebraska Weatherization Assistance Program Application

Nebraska Energy Office
521 South 14th Street, Suite #300
Lincoln, NE 68508-2707

1. **Entity Type:** Non-Profit - must submit copy of organization's Articles of Incorporation & Bylaws
 Public
 Unit of Government

1.	Organization	
2.	Application Date	
3.	Tax ID	
4.	DUNS	
5.	Address	
6.	Contact Person	
7.	Title	
8.	Telephone	
9.	E-Mail	
10.	Web Page	

2. Does the applicant have prior experience providing weatherization services as a sub-grantee through the Weatherization Assistance Program for Low-Income Persons (10 CFR Part 440)?
 Yes for how long? _____ years
 No

**APPLICATION SUBMISSION CHECKLIST
FOR EXISTING AND NEW AGENCIES**

(All items listed below must be in the package in the order listed)

Applicant has submitted (1) one original of the RFP response	Page 6 (Proposal Requirements)
Timely submission to proper contact	Page 3 (Proposal Submission)
Proof of 501c(3) or status as a Government Agency	Page 5 (Minimum Threshold Criteria)
Proof of current registration as a nonprofit organization	Page 5 (Minimum Threshold Criteria)
CPA's Audit Report or CPA's Review of Financial Statements	Page 5 (Minimum Threshold Criteria) Page 11 (Scoring by Criteria – Finance)
Copy of EPA Lead Renovator RRP Certification (for staff and/or contractors that will be providing weatherization services)	Page 5 (Minimum Threshold Criteria) Page 10 (Scoring by Criteria - Weatherization Program Experience & Readiness)
Proof of Non-Debarment	Page 5 (Minimum Threshold Criteria) Page 11 (Scoring by Criteria – Finance)
Experience of Management and Administration Personnel	Page 8 (Scoring by Criteria – Capacity)
Field Operations Staff Weatherization Experience	Page 9 (Scoring by Criteria – Capacity)
Board of Directors Experience and Oversight	Page 9 (Scoring by Criteria – Capacity)
Weatherization Program Experience <ul style="list-style-type: none"> • Energy Audit Experience & Training • Building Analysis & Diagnostics Experience & Training • Energy Retrofit Installation Experience & Training • Project Inspection and Quality Control Experience & Training 	Page 10 (Scoring by Criteria – Weatherization Program Experience & Readiness)
Other Staff Certifications & Trainings	Page 10 (Scoring by Criteria – Weatherization Program Experience & Readiness)
Weatherization Tools & Equipment	Page 11 (Scoring by Criteria – Weatherization Program Experience & Readiness)
Training & Technical Assistance Plan	Page 11 (Scoring by Criteria – Weatherization Program Experience & Readiness)
External Audit of Federal Funds	Page 11 (Scoring by Criteria – Finance)
External Monitoring of Federal Funds	Page 11 (Scoring by Criteria – Finance)
Central Contract Registry	Page 11 (Scoring by Criteria – Finance)
Excluded and Debarred Contractor	Page 11 (Scoring by Criteria – Finance)

	Internal Fiscal Controls	Page 12 (Scoring by Criteria - Finance)
	Fiscal Oversight Bylaws Committee	Page 12 (Scoring by Criteria - Finance)
	Clearing House Submission of A-133 Audit (for current WAP sub grantees only)	Page 12 (Scoring by Criteria - Finance)
	Executive Summary	Page 12 (Scoring by Criteria – Program Design & Implementation)
	Business Description and Vision	Page 12 (Scoring by Criteria – Program Design & Implementation)
	Description of Proposed Service Territory	Page 12 (Scoring by Criteria – Program Design & Implementation)
	Description of Services	Page 12 (Scoring by Criteria – Program Design & Implementation)
	Organization and Management	Page 12 (Scoring by Criteria – Program Design & Implementation)
	Financial Management	Page 13 (Scoring by Criteria – Program Design & Implementation)
	References	Page 13 (Scoring by Criteria – Program Design & Implementation)

Applicant’s Organization Name

Name: _____

Title: _____

Date: _____

NEO Staff Threshold Review & Approved:

Name: _____

Title: _____

Date: _____