

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Weatherization Assistance Program

Department of Energy

Bipartisan Infrastructure Law

REQUEST FOR PROPOSAL

NAME OF GRANT PROGRAM: Weatherization Assistance Program Training and Technical Assistance

PURPOSE OF PROGRAM: The Weatherization Assistance Program funded through the U.S. Department of Energy and the U.S. Department of Health and Human Services is designed to provide energy efficiency retrofits to low income households in order to lower the cost burden of utilities on those households. The Weatherization Assistance Program consists of four grant programs, USDOE BIL Funds, USDOE Annual Funds, LIHEAP Weatherization (“LIHEAP WX”) and the Heating Improvement Program (“HIP”). HIP is designed to provide for the upgrading, repairing and replacing of low-income household’s heating systems. The Weatherization Assistance Program is guided by the current approved NJ State Plan for Weatherization Assistance Program (“NJ WAP State Plan”) by the U.S. Department of Energy and the regulations concerning the Weatherization Assistance Program for Low-Income Families which are located at 10 CFR Part 440 and Weatherization Policy Notice 15-1. These regulations can be found on. <https://nascsp.org/wap/waptac/> The NJ State Plan can be found and reviewed on [New Jersey Department of Community Affairs \(DCA\) | Weatherization Assistance Program \(WAP\) \(nj.gov\)](#).

The New Jersey Weatherization Assistance Program (NJWAP) is soliciting proposals from qualified organizations with demonstrated experience in training delivery related to energy conservation, building sciences, energy efficiency retrofits, heating retrofits and repairs. The training provider will provide training services to the existing statewide network of WAP agencies. A WAP Agency is a community action agency, local government or non-profit entity which meets the criteria set forth in the U.S. Department of Energy Codes of Regulations for the Weatherization Assistance Program 10 CFR 440.15. NJ WAP follows requirements of applicable Federal, State, and local laws, regulations, Department of Energy policy and guidance.

GRANT ACTIVITIES: The Training Provider will develop a weatherization training curricula that is focused on the New Jersey Field Guide, Standard Work Specifications (SWS) aligned, for Home Energy Upgrades for Single Family, Manufactured Housing and Multifamily Homes. Training activities are intended to maintain or increase the efficiency, quality and effectiveness of the NJ WAP at all levels. Such activities should be designed to maximize energy savings, minimize production costs, improve local program management and contractor quality of work and/or reduce the potential for waste, fraud, abuse and mismanagement.

The training curricula must address the following:

1. Comprehensive, occupation-specific training which follows a curriculum aligned with the National Renewable Energy Laboratory’s (NREL) Job Task Analysis (JTA) for Energy Auditor. These trainings must be administered by, or in cooperation with, a training program that is

accredited by a USDOE approved accreditation training organization and Interstate Renewable Energy Council (IREC) certified. The Job Task Analysis can be found at <http://energy.gov/eere/wipo/guidelines-home-energy-professionals-accredited-training#jta>.

2. Single focus training such as, but are not limited to, the following:
 - Energy Audits –NEAT, MHEA, EAQUIP
 - Mobile Home Insulation Tactics
 - ASHRAE 62.2
 - Lead Safe Weatherization
 - Dense pack insulation techniques
 - Whole House Evaluation
 - Combustion Safety Testing, i.e. CAZ Testing
 - Duct Distribution, Testing and Infiltration Reduction, i.e. air sealing tactics
 - Health and Safety Measures, i.e. Radon, OSHA 10
 - Heating Systems and Testing
 - Procurement and Financial Management
 - Outreach Strategies
3. In addition, the Training Provider will coordinate an Annual Professional Development Training Conference targeting the local staff of NJ WAP and Home Energy Assistance Program.

AVAILABLE FUNDING: \$400,000 per year for 3 years

ELIGIBLE APPLICANTS: Community action agencies, non-profit entities which meet the criteria set forth at 10 CFR 440.15, and training centers who accredited by the U.S. Department of Energy and the Interstate Renewable Energy Council (IREC). Community-action agencies and non-profits who do not meet the accreditations stated may partner or cooperate with a training center that is accredited.

GRANT TERM: The grant term will be three years, contingent upon availability of funding. Renewal will occur annually within the three year grant and contingent upon performance and compliance with grant conditions and stipulations. The Year 1 Grant Term will cover the period from July 1, 2024 through June 30,2025.

QUALIFICATIONS of applicants in order to be considered for funding under grant program: Successful applicants must:

- Must be, or is partnering with, a USDOE approved accreditation training organization and Interstate Renewable Energy Council (IREC) certified.
- Must have experience in providing similar services and expertise in the field of energy efficiency retrofit training.
- Demonstrate knowledge of the current New Jersey State Plan for the Weatherization Assistance Program.
- Demonstrate the ability to accept payment on a reimbursable basis.

APPLICATION PROCESS: Applicants must complete and submit the following application forms on SAGE.

- **Agency Capacity:**
 - Describe organization's capacity to provide weatherization training services.
 - Describe organization's fiscal operations.
 - Applicants must include information describing their history and current practice of delivering programs and services.

- **Target Population and Outreach Plan:**
 - Describe marketing and outreach plan targeting local WAP agencies.

- **Management and Training Plan:**
 - Describe training plan and curriculum to be implemented including measurable goals and objectives, frequency and timeline/calendar.
 - Describe the qualifications and expertise of trainers and or instructors.
 - Describe how the organization evaluates the outcomes of the training services that will be performed under this award.
 - Attach a list of past training services provided by your organization in the field of building science, energy conservation, energy efficiency retrofits, and housing inspections.

Please note if narrative exceeds limit allowable, additional pages can be uploaded on this form in the link labeled "Training Plan."

- **Physical Space and Equipment:**
 - Describe the location, design and equipment that will be used in providing training.

- **Budget:**
 - Provide a proposed budget in accordance with 10 CFR 600.

Budget Category	Description
Program –Personnel	Costs for program staff including trainers and instructors.
Program –Operating Costs	Costs for program operations such as training materials, insurance, postage, office rental, phone/internet charges, equipment rental, etc. and annual conference. Insurance costs are capped at 2% of the total budget.
Program – Purchased Services	2% of total cost for the organization's Single Audit.

- **Required Attachments:**
 - Application Cover Sheet (Certification Sheet)
 - Audit findings for the last 3 years (Certification Sheet)
 - Board/Government Resolution (Certification Sheet)

- Certification Regarding Debarment and Suspension (Certification Sheet)
- Certification Regarding Lobbying (Certification Sheet)
- Corporate By-Laws and Certificate of Incorporation (required for non-profit only) (Management and Training Sheet)
- IRS Determination Letter (Certification Sheet)
- List of Funding Sources (Management and Training)
- Organization's Operating Budget (Management and Training)
- Organizational Chart (Certification Sheet)
- Staff Resumes (Management and Training)
- Staffing Chart (Management and Training)
- Training Plan (Management and Training)

The above required documents are considered part of the application for funding. Failure to submit any of the above listed attachments will result in the application being disqualified. Attachments that cannot be uploaded on SAGE must be received or delivered no later than 4:00 p.m. on August 16, 2024.

REPORTING REQUIREMENTS: Summary of outcomes and evaluations of trainings must be submitted on the 15th calendar day of the month proceeding the quarterly period.

Financial Status Reports (FSR) must be submitted by the 15th calendar day of the month proceeding the quarterly period via SAGE. FSR must include invoices for consultants, trainers, insurance, audit, and cost allocation sheet for other costs.

PERFORMANCE OUTCOMES:

- Full expenditure of grant funds.
- Successful implementation of training plan.
- Improvement of Weatherization services at the local level as demonstrated by evaluations and assessments.

APPLICATION RATING CRITERIA: A review panel consisting of members of the DCA Staff, Weatherization Assistance Program Policy Advisory Council and Weatherization Assistance Program staff will review and evaluate the applications based on a 100 point system in the following areas:

- Agency Capacity
- Target Population and Outreach Plan
- Management and Training Plan
- Physical Space and Equipment
- Budget

TECHNICAL ASSISTANCE SESSION: On August 8, 2024 via TEAMS at 1:00pm. Attendance at the TA Session is **mandatory**. Applicants who do not attend the TA session will not be permitted to submit application.

DEADLINE FOR SUBMISSION: August 16, 2024 no later than 11:59pm on SAGE. Any documents can be mailed and or delivered by 4:00 p.m. on August 16,2024.