



**Home Weatherization Assistance Program (HWAP)
Request for Proposal (RFP)
Q&A
December 11, 2012**

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.

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.

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.

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.

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:

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. 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.**