



STATE OF NEVADA
DEPARTMENT OF BUSINESS & INDUSTRY
HOUSING DIVISION

Request for Application for Service Providers
State Fiscal Year 2021

WEATHERIZATION ASSISTANCE PROGRAM

Release Date: January 31, 2020

Deadline for Submittal, Date and Time:
Monday, March 2, 2020 – 5:00 p.m.

For additional information, please contact:

Shelly Calvert
Weatherization Grants & Program Analyst
Nevada Housing Division
1830 College Parkway, Suite #200
Carson City, NV 89706
Phone: (775) 687-2272
Email address: shelly.calvert@housing.nv.gov

(TTY for Deaf and Hard of Hearing: 1(800) 326-6868)

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REQUEST FOR APPLICATION FOR SERVICE PROVIDERS SFY 2021

I. Purpose

The Nevada Housing Division (NHD) is soliciting applications from qualified duly-registered Community Action Agencies or other public or non-profit entities to manage and deliver Weatherization Assistance Program (WAP) services in specific service areas. Applicants may apply for one (1) or more service areas, however, current Service Providers in good standing, will be given preference in the service area they are presently serving. The resulting grant award will be for State Fiscal Year (SFY) 2021 which begins on July 1, 2020 and ends June 30, 2021.

II. Overview

WAP reduces energy costs for low-income households by increasing the energy efficiency of their homes while addressing health and safety issues. The program prioritizes the delivery of services to the elderly, persons with disabilities and families with children under six years of age.

Applicants awarded grants under this application process are called Service Providers. Therefore, this document refers to Applicant(s) and Service Provider(s) interchangeably.

NHD administers WAP through a network of Service Providers who manage and deliver the program in five (5) service areas. Service Providers conduct onsite energy audits to determine the scope of work for each project. Also, through a Request for Quotation, Service Providers retain local Contractors with trained crews to install the various energy conservation measures in single-family homes, manufactured housing and multi-family buildings.

Applicants shall demonstrate it is:

- Capable of managing and directing weatherization services with its Contractors; and/or,
- Has the knowledge of or demonstrates experience in providing weatherization services.

III. Objectives

The objectives of this solicitation are to:

- A. Provide a procedure for notifying qualified Service Providers interested in submitting a grant application to provide weatherization services to eligible applicants.
- B. Promote increased efficiency and performance by Service Providers in managing and delivering the weatherization assistance.

C. Ensure that materials and services comply with laws, rules, regulations, policies, procedures and standards required by funders and NHD.

IV. Schedule of Key Dates

The following are the key dates for the application process:

Activity	Dates*
Release Request for Application	January 31, 2020
Applications Due to NHD by 5:00 p.m.	March 2, 2020
Issuance of Notice of Award	March 31, 2020
DOE Weatherization Public Hearing at 10:00 a.m.	April 23, 2020
Contractor Cost Information Due to NHD by 5:00 p.m.	June 1, 2020
Execute Grant Award/Contracts	July 1, 2020

*NHD reserves the right to proceed under a modified version of this schedule, if necessary.

V. Applicant Requirements

The Applicant must be a public or private non-profit agency. Community Action Agencies are encouraged to apply. All existing Service Providers in good standing with NHD during SFY 2020 are also encouraged to apply. Good standing is defined as having lived up to the terms and conditions of the current grant awards which includes, without limitation, promptly paying contractors for completed work, submitting reports timely and completing units on a consistent basis throughout the year.

A. Date, Time, and Place to Submit Grant Application

Please submit one original and one copy of all requested information contained in this Request for Application for Service Providers to:

Shelly Calvert Nevada Housing Division 1830 College Parkway, Suite #200 Carson City, NV 89706 shelly.calvert@housing.nv.gov	or	James Wallace Nevada Housing Division 3300 W. Sahara Avenue, Suite 300 Las Vegas NV 89102 jwallace@housing.nv.gov
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Applications will be accepted until **5:00 p.m., Monday, March 2, 2020**. Applications may be submitted in person, by emailed as a PDF, by a courier service or by the US Postal Service. **Late applications or additional information submitted after the deadline may not be considered unless authorized or requested by NHD.**

B. Submittal of Grant Application

All information provided in Service Provider's application is subject to verification by NHD. Misleading, incomplete and/or inaccurate information may be grounds for disqualification at any stage in the application process.

NHD reserves the right to reject any or all applications submitted.

C. Inquiries

All inquiries concerning the application process for Service Providers should be directed to Shelly Calvert, Weatherization Grants & Projects Analyst at shelly.calvert@housing.nv.gov or (775) 687-2272.

VI. Funding Period

The program year begins July 1, 2020 ends June 30, 2021, with the exception of the Low Income Home Energy Assistance Program (LIHEAP). LIHEAP's program year begins October 1, 2020 and ends September 30, 2021.

VII. Funding

A. Sources

The Weatherization Assistance Program is funded by revenues generated from the Universal Energy Charge which are State funds placed in the Fund for Energy Assistance and Conservation (FEAC) and grants awarded to NHD from a combination of other State and Federal sources including funds from the US Department of Energy (DOE) Weatherization Assistance Program; the US Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP); State Low Income Housing Trust Funds (HTF); and State funds from the Governor's Office of Energy Home Energy Retrofit Opportunities for Seniors (HEROS) Program. For SFY 2021, approximately \$5.8 million is anticipated to be available to allocate to Service Providers.

If funding levels change prior to the notice of grant award, they will be distributed proportionately based on the number of eligible households residing in each of the service areas or on an alternate formula developed by NHD.

B. Administrative Fees and Reimbursements

Unless otherwise noted in the individual grant awards, up to 10% of the funds awarded for each service area may be used for administrative costs associated with managing the Service Provider's weatherization program. Up to an additional 30% of funds allocated from DOE, FEAC and LIHEAP in the Program Operations budget category may be used by the Service Provider for salary and fringe benefits of weatherization staff. Other allowable uses of funds and budget categories include: training and

technical assistance activities; liability insurance; health and safety measures; contract services; and operational costs.

HTF and HEROS funds have limited dollars available for administration and service delivery primarily funding actual construction work. These funds work best when leveraged with other grant sources.

For DOE and FEAC funding, limited advances may be allowed based on the review of a monthly cash flow projection, expenditures, and production achieved.

VIII. Legal Guidance

The Weatherization Assistance Program (WAP) was established in 1976 by the US Department of Energy under Title IV, Energy Conservation and Production Act. WAP is administered in accordance with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) 702; the US Department of Energy (DOE), 10 Code of Federal Regulations (CFR) Part 440, 2 CFR Part 200, and the US DOE State Plan; US Department of Health and Human Services 45 CFR Part 96.87 and the Low-Income Home Energy Assistance Program State Plan; and the Nevada Fund for Energy Assistance and Conservation (FEAC) State Plan.

Additional legal guidance in NRS 645D requires the licensing of energy auditors by the Real Estate Division. Program administration is guided by the funders and includes the requirement for conformance to NHD standards detailed in each award agreement.

Pursuant to NRS 624.031, Service Providers shall agree to enter into a tri-party contract with the owner of residence and the contractor that will perform the work. If not, the Service Provider may be responsible for obtaining a contractor's license from the Nevada State Contractors Board for all work performed.

IX. Service Areas and Funding Allocations

The proposed service areas for SFY 2021 are as follows: (1) The City of North Las Vegas plus northern rural Clark County; (2) The cities of Las Vegas and Henderson plus southern rural Clark County; (3) Washoe County; (4) Eastern Rural Nevada; and (5) Western Rural Nevada. (Please see Appendix A.)

The projected funding levels and corresponding production levels listed below reflect the amount of funds anticipated to be received from DOE, FEAC, LIHEAP, HTF and HEROS programs. The following projections are subject to change based on actual funds received through the various funding agencies. NHD reserves the right to allocate funds in a way which maximizes program efficiency. Therefore, Service Providers may be awarded a disproportionate amount of one funding source. Funding estimated to be awarded for each service area is based on the percent of population in poverty, information provided by the State of Nevada Demographer's Website, and data from the US Census Bureau except in the rural areas which contain a small population

base and large coverage area. In this case, these service areas may receive a minimum distribution that accounts for the increased costs associated with doing business. The decision to award additional funds will be at NHD’s discretion.

Funding projections below include DOE, FEAC, LIHEAP, HTF and HEROS funds only. Funding statewide may be adjusted downward should one or more funding source become unavailable prior to awards being made or anytime during the fiscal year. The number of households weatherized is based on a \$7,669 average cost per unit excluding Administrative and Training and Technical Assistance costs.

SERVICE AREAS	APPROXIMATE FUNDING	# OF HOUSEHOLDS TO BE WEATHERIZED
1.City of North Las Vegas & Northern Rural Clark County	\$1,189,000	84
2. Cities of Las Vegas and Henderson & Southern Rural Clark County	\$2,784,000	198
3. Washoe County	\$899,000	63
4. Eastern Rural	\$464,000	31
5. Western Rural	\$464,000	33
Total	\$5,800,000	409

X. Service Providers Responsibilities

Service Providers must acknowledge on a quarterly basis the capacity to manage and direct the completion of the number of projects consistent with the **benchmarks** below for July 1, 2020 through June 30, 2021:

SERVICE AREAS	Total Number of Households to Complete SFY 2019	Number of Households to Complete Per Quarter			
		Q1	Q2	Q3	Q4
1.City of North Las Vegas & Northern Rural Clark County	84	21	21	21	21
2. Cities of Las Vegas and Henderson & Southern Rural Clark County	198	49	49	50	50
4. Washoe County	63	15	16	16	16
5. Eastern Rural	31	7	8	8	8
6. Western Rural	33	8	8	8	9
Total	409				

The primary responsibility of a Service Provider is to provide an efficient, cost effective program in compliance with the NHD’s established program policies, procedures, laws, rules and Federal and State regulations.

Service Provider’s performance will be evaluated on a monthly and quarterly basis and each Service Provider is expected to complete projects on a consistent basis. Failure to

demonstrate consistent performance may result in the redistribution of funds awarded the Service Provider or the termination of the remaining grant award amounts. In either case, the Service Provider will be provided appropriate notice of NHD's reasons for re-distribution or termination and the Service Provider will also have an adequate opportunity to respond.

Service Providers will conduct and document outreach activities promoting weatherization services to potential clients.

Types of activities Service Providers are expected to perform:

- Effectively manage and direct financial and human resources to complete projects.
- Provide competent technical field staff.
- Conduct and document client outreach.
- Determine client eligibility.
- Prioritize client assistance consistent with the NHD Eligibility Determination Worksheet.
- Conduct energy audits using the WxPro Software Tool.
- Develop the scope of work, oversee the contractor's installation of weatherization measures, and complete 100% final inspection and re-inspection when required.
- Perform required testing and troubleshooting to identify and estimate needed weatherization-related repairs.
- Process invoices and issue payments to Contractors.
- Submit monthly Financial Status Reports (FSR) for reimbursement from NHD.
- Provide client information into the NHD database on a timely, monthly basis.
- Assist NHD in the submittal of any data requests.
- Conduct a competitive bid process in the form of a Request for Quotation (RFQ) in the basic format developed by NHD to solicit contractors for weatherization work.
- Ensure Service Provider and Contractor staff maintains required licenses and training.

XI. Client Outreach and Eligibility

Service Providers will conduct outreach to ensure a sufficient number of applicants from eligible households for each funding source. In addition, Service Providers will review and approve applications from clients for the services to determine eligible households whose annual gross income is at or below 200% of poverty for DOE, HTF and and 150% for FEAC and LIHEAP funds. Priority assistance is to be given to households which are occupied by individuals who are elderly (60 years of age and older), disabled or have children under the age of six years old. Also, priority is to be given to homes in emergency situations (i.e., without functioning HVAC systems) and to recipients of the Energy Assistance Program.

Owners of rental units are required to contribute one-half (50%) of the cost for new capital improvements related to a multifamily unit projects. Owners of single family and mobile home rentals are exempt from this requirement.

XII. Conducting Energy Audits and Scope of Work

Service Providers shall conduct the energy audits and prepare a corresponding scope of work for each household receiving weatherization services. Service Providers SHALL NOT have the Contractor that is to perform the weatherization conduct the energy audit or prepare the scope of work. Service Providers that do not have the staff capacity may contract with a third-party, licensed energy auditor on a temporary basis, subject to NHD approval, to complete the energy audits and scope of work.

XIII. Reporting Requirements

Service Providers are responsible for maintaining a database, developed by NHD, which includes household information for each client receiving weatherization assistance. The financial reporting includes a submittal of a monthly Financial Status Report/Request for Funds plus an annual financial and/or compliance audit report.

NHD reserves the right to conduct a monthly review of the Service Provider's financial statements. Failure to provide accurate and timely monthly reports may result in delay in processing requests for reimbursement of program expenditures and/or termination of the grant award.

XIV. Procurement Requirements

Prior to the release of grant funding, Service Providers receiving funding for SFY 2020 must publicly solicit weatherization contractors through a competitive bid process/RFQ in the format developed by NHD (attached). Service Providers will be required to provide contractor cost information to NHD **no later than 5:00 p.m. on June 1, 2020.** In prior years, NHD developed a process for the Request for Quotations (RFQ) with multi-year (4) extensions without going out to bid annually, however, an annual contractor cost analysis by the Service Provider is required and the execution of an annual extension of that contract.

XV. Allowable Weatherization Measures

All energy conservation measures will be required to comply with DOE's definition of cost effectiveness. The costs of the measures or installed cost includes labor costs of contractors and any subcontractors plus materials. Measures may vary by funding source. Measures installed through the Weatherization Assistance Program may include:

- Ceiling, floor, duct and wall insulation;
- Duct leakage sealing (return and supply systems);
- Shell infiltration sealing (replace broken windows, replace exterior doors, storm doors and windows);

- Insulation of water heater and water heater pipes;
- Solar screens;
- Heating and cooling system repairs/replacements;
- Health and safety measures (testing of combustion appliances, compliance with indoor air quality standards including radon testing, and installation of carbon monoxide detectors and smoke alarms);
- Refrigerator replacement;
- Light-emitting diode (LED) bulbs; and
- Pursuant to the Health and Safety Plan, Incidental Repair measures directly related to the installation of energy conservation measures.

XVI. Integrity of Application Process and Award Decision

NHD reserves the right to allocate funds and to initiate program design *in the interest of the public and the State*. NHD's decisions regarding program design (i.e., funding allocations in service areas) are intended to ensure full compliance with funder requirements and to promote long-term program efficacy.

XVII. Documentation of Insurance

After the issuance of the Notice of Award and prior to the implementation date of the Agreement, the Service Providers shall provide NHD with proof of Insurance.

XVIII. Cost for Preparation of Response to Application Process

No payments shall be made to cover costs incurred by or the associated costs of any Service Provider in the preparation or submittal of this Request for Application from funds awarded/granted.

XIX. Application Requirements

1. Applicant shall be able to present proof as a duly-registered public or private, nonprofit agency.
2. Applicant is to ensure any proposed contractors and/or subcontractors participating in the Weatherization Assistance Program are licensed in the State of Nevada and do not appear on the debarred contractors list for federal projects under the System for Award Management (SAM). Service Providers must submit documentation (printout) showing their agency's status is currently "Active" in SAM by running a record search.
3. Applicant shall provide their DUNS and CAGE numbers with their application.
4. Applicant must notify NHD of any pending or unresolved litigation.

5. Applicant shall state the service area(s) for which they are applying (Appendix A). Service Providers should have an operational office somewhere within the service area(s) for which they are applying but it is not required.
6. NHD reserves the right to award additional funding and service area(s) to another Service Provider if it is in the best interest of the program or due to unforeseen circumstances without releasing an additional solicitation.

XX. Evaluation Criteria

Using the forms provided in this Request for Application packet:

1. **Experience:** Please list Applicant's experience in administering a government funded weatherization assistance program. If none, please list Applicant's experience with a public utility funded residential energy conservation program, a housing rehabilitation program and/or a program designated to assist low-income families.

Please include the project periods, source and amount of funding, service areas, description/type of work provided, and the number of units assisted by the project.

If Applicant is a current Service Provider, please provide a current year to date production and expenditure schedule by month which includes dollars spent, number of units weatherized, and projections through June 30, 2020.

2. **Outreach and Client Education:** Please list any successful outreach efforts Applicant performed or is currently performing specifically designed to assist low-income households. Describe your outreach strategy for completing the work within the grant period. (Client education efforts, if any, should be included.)
3. **Staffing:** Please list the staff, salaries and number of staff positions that will be paid (in whole or in part) with weatherization funds received from NHD necessary to perform the duties described in this Request for Application for Service Providers.
4. **Required Trainings and Certifications:** Please list staff members experienced in participating in a weatherization assistance program with respect to: auditing, installation and/or inspection of work performed in the field and include a copy of all applicable certifications. Please review list of current Weatherization Training Requirements for Energy Auditors and Inspectors (See All Sub-grantee Memo 20-06).
5. **Monthly Production and Expenditure Timeline:** Applicants must provide proposed production and expenditure schedule for the period from July 1, 2020 through June 30, 2021.

6. **Preference:** A preference will be given to an Applicant which has or is currently administering an effective program in their service area.

XXI. Evaluation Process

All applications submitted by the deadline will be reviewed by NHD staff based on the criteria outlined in this Request for Application for Service Providers and a recommendation to award will be submitted to the NHD Administrator who retains the final authority to fund any Service Provider with grant awards.

XXII. Evaluation Scoring

All responses will be evaluated and scored based on the following criteria:

Experience	Up to 25 Points
Outreach	Up to 10 Points
Staffing	Up to 25 Points
Trainings & Certifications	Up to 10 Points
Production & Expenditure Timeline	Up to 20 Points
Currently administering an effective program	Up to 10 Points
TOTAL	100 Points

Public Posting Locations

Request for Application for Service Providers are Posted at the Following Locations

Public Places:

Business and Industry
1830 College Pkwy, Suite 100
Carson City, Nevada 89706

Nevada State Library
100 Stewart Street
Carson City, Nevada 89701

Nevada Housing Division
3300 W. Sahara Avenue, Suite 300
Las Vegas, Nevada 89102

Office of the Attorney General
100 N. Carson Street
Carson City, Nevada 89701

This Request for Application is also posted on the Nevada Housing Division's website at <http://housing.nv.gov> and at Nevada's Public Notice website at <https://notice.nv.gov>.

Checklist for Package Contents

Provided to assist Applicant in ensuring all required components of application are submitted.

Application Forms:

- Complete the Application forms starting on page 15 of this Request for Application for Service Providers:
 - Complete, sign and date the Application Forms (page 15).
 - Complete the Experience form (page 16).
 - Complete Applicant's Current Year to Date Production and Expenditures form (page 17).
 - Complete the Outreach and Client Education form (page 18);
 - Complete Staffing chart (page 19);
 - Complete the Required Trainings and Certifications form (page 20);
 - Complete the SFY 2020 Proposed Monthly Production and Expenditure Timeline form (page 21); and
 - Complete Budget Charts (pages 22 and 23).

Attachment Documents:

- Place the signed and dated Application Attachment Cover Sheet in front of all Attachments (page 24).
- Attachments to be submitted with Application included:
 - Proof public or non-profit entity status;
 - Resumes of Program Manager/Primary Contact and Key Staff;
 - Licenses, Certifications and other requested training verification documents; and
 - Printout of Applicant's debarment search results from the System for Award Management (SAM).
- Include a signed Debarment Statement form (pages 25 and 26).

NHD Weatherization Assistance Program

Application Forms

Date:

Service Provider Name:

Name of Primary Contact:

Title:

Address:

City

State

Zip Code

Phone: Area Code:

DUNS Number:

CAGE Number:

Service Provider has pending or unresolved litigation Yes _____ No _____

If pending our unresolved litigation please explain below:

Service Area (s) Applicant is applying for: _____
(See Appendix A)

Name (Print)

Title

Signature

Date

Experience: Limit response to two (2) pages:

Please list Applicant's experience in administering a government or public utility funded residential energy conservation program/weatherization assistance program, a housing rehabilitation program or a program designated to assist low-income families.

Please explain the type of weatherization or energy-related home improvements in which the Service Provider:

() has knowledge () has direct experience performing () has training to perform

- 1) Attic, wall, floor or duct insulation
- 2) Windows and Doors (Repair and Replace)
- 3) Solar Screens
- 4) Heating and Air Conditioning Repairs and Replacements
- 5) Water Heaters
- 6) Mitigating Air Infiltration
- 7) Reducing Electric Base Load Consumption
- 8) Other ____ Explain.

How long has the Applicant performed weatherization assistance services?

___ Years ___ Months

What is Applicant's experience in serving low-income?

Why is the Applicant best suited to provide services in the service area(s)?

Applicant’s Current Year to Date Production and Expenditures

Please provide Applicant’s current State Fiscal Year’s Production and Expenditures with projections for the months not yet reported to NHD.

Service Area: _____

Month	Number of Completed Projects	Expenditures
July 2019		
August 2019		
September 2019		
October 2019		
November 2019		
December 2019		
January 2020		
February 2020 - proposed		
March 2020 - proposed		
April 2020 - proposed		
May 2020 - proposed		
June 2020 - proposed		
Total		

Outreach and Client Education: Limit response to one (1) page:

Describe any successful outreach and education efforts Applicant performed or is currently performing.

Describe Applicant's strategy in reaching hard-to-reach Clients; such as, those located in rural counties or rural areas of the county.

Staffing – Please include proposed staff Applicant will utilize for the WAP

Staffing Full Name	Title/Function	Salary	% of Time

Required Trainings and Certifications

Please list any staff members experienced in participating in a weatherization assistance program with respect to auditing, installation or inspection of work performed in the field.

Staffing Full Name	Job Title	License or Certification	Course Title (Auditing, Installation, Inspection)	Date of Course	Company Sponsoring Training

SFY 2021 Proposed Monthly Production and Expenditure Timeline

Please provide Applicant's proposed production and expenditure schedule for the period of July 1, 2020 through June 30, 2021.

Service Area (s): _____

Month	Projected Number of Completed Projects	Projected Expenditures
July 2020		
August 2020		
September 2020		
October 2020		
November 2020		
December 2020		
January 2021		
February 2021		
March 2021		
April 2021		
May 2021		
June 2021		
Total		

Budget Charts

NHD is requesting that each Service Provider submit as part of the Application the following cost items by completing the budget charts below. This will allow NHD greater ability to plan for these expenditures prior to the start of the program year and to determine which grant funding source is best suited to covers these costs. If approved by NHD, these costs will be included in the DOE and/or FEAC Annual State Plans and will be in addition to the allowed administrative funding under the grants.

Vehicle Chart

If applicable, please complete the chart below if the sub-grantee is requesting to use weatherization funding for the purchase of any vehicles estimated to cost \$5,000 or more in SFY 2021. Briefly describe why the vehicle(s) is needed and any specific details of the planned purchase.

For example, Service Provider needs to replace existing 15 year old weatherization truck in bad condition and high mileage with a new, all-wheel drive truck and camper shell, needed to securely store weatherization equipment.

Vehicles (Make and Model)	Estimated Cost	Need and Description

Equipment Chart

If applicable, please complete the chart below if the sub-grantee is requesting to use weatherization funding for the purchase of any equipment estimated to cost \$5,000 or more in SFY 2021. Briefly describe why the equipment is needed and any specific details of the planned purchase.

For example, agency needs to purchase new blower door testing equipment because a new energy auditor has been hired increasing the program staffing. The equipment is expected to be needed by August 1st the date when the new energy auditor is anticipated to start.

Type of Equipment	Estimated Cost	Need and Description

Liability Insurance Chart

Throughout the term of each grant period awarded, Services Providers must have and keep in force comprehensive general liability insurance with personal injury, contractual and broad form property damage liability endorsements with a minimum limit of

coverage of \$500,000 combined single limit. Services Providers may request weatherization funds to purchase this general liability insurance, which is required. Funds requested here do not include the costs for auto liability insurance, which is also required but is to be paid from Program Operations.

Furthermore, NHD encourages Services Providers to purchase Pollution Occurrence Insurance (POI) as a part of, or addendum to, general liability insurance. General liability insurance policies usually do not provide for any health and safety measures, especially lead in the form of lead-based paint and other hazardous conditions that might be caused or exacerbated by weatherization activities. Although purchasing POI is optional, if a Service Provider does not obtain POI coverage and damage occurs or there is disturbance to any other environmental pollutants, the cost of remediation, clean up, relocation, medical or any other resulting cost may not be charged to the Weatherization Assistance Program.

Please complete the chart below if the sub-grantee is requesting to use weatherization funding for the purchase of general liability insurance and Pollution Occurrence Insurance in SFY 2021.

Liability Insurance	Estimated Cost	Insurance Provider
General Liability Insurance		
Pollution Occurrence Insurance		

Attachments for Application Forms

Cover Sheet

Pease place Attachments behind this Cover Sheet:

- Attachment A Attach proof of public or non-profit entity status.
- Attachment B Attach resumes of Program Manager/Primary Contact and Key Staff.
- Attachment C Attach Licenses, Certifications and other documents detailed below:
- Nevada Secretary of State and County and/or City Government;
 - Real Estate Division Energy Auditor (**1 employee minimum** and attach all certificates for Applicant) or a copy of the exemption letter provided to Applicant by the Real Estate Division;
 - Community Action Agency, if applicable;
 - Energy Auditor License (**1 employee minimum** and attach all licenses for Applicant);
 - BPI Building Analyst Professional Certificate (**1 employee minimum** and attach all licenses for Applicant); and
 - BPI Quality Control Inspector Certificate (**1 employee minimum** and attach all licenses for Applicant).
- Attachment D Printout of Applicant's debarment search results from the System for Award Management.
- Attachment E Signed **Debarment Statement** form (Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions).

Name (Print)

Title

Signature

Date

Debarment Statement

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before Signing Certification, Read Attached Instructions)

- 1. The prospective Service Provider certifies to the best of its knowledge and belief, that it and its principals:**
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;**
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and**
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.**

2. Where the prospective Service Provider is unable to certify to any of the statements in this certification, such prospective Service Provider shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name (Print)

Title

Signature

Date

Service Areas

Service Area 1 – North Las Vegas and Northern Rural Clark County
Bunkerville
Glendale
Indian Springs
Logandale
Mesquite
North Las Vegas (City)
Overton
Sunrise Manor
Moapa
Moapa Valley
Mt. Charleston
North of Charleston (Cities or neighborhoods not named above)

Service Area 2 – Las Vegas, Henderson and Southern Rural Clark County
Arden
Blue Diamond
Cal-Nev-Ari
Enterprise
Goodsprings
Jean
Las Vegas (City)
Laughlin
Nelson
Primm
Sandy Valley
Sloan
Summerlin
Spring Valley
Searchlight
Whitney
Winchester
Boulder City
Paradise
South of Charleston (Cities or neighborhoods not named above)

Service Area 3 – Washoe County

Washoe County including Reno, Sparks and Rural Washoe County

Service Area 4 – Eastern Rural Counties

Elko County

Esmeralda County

Eureka County

Humboldt County

Lander County

Lincoln County

Mineral County

Nye County

Pershing County

White Pine County

Service Area 5 – Carson City and Western Rural Counties

Carson City

Churchill County

Douglas County

Lyon County

Storey County

End of the Request for Application for Service Providers