



**2019 Community Development Block Grant
Weatherization and Minor Home Repair
Request for Funding Proposals**

Summary and Overview

The City of Bremerton will be accepting proposals for an agency to carry out the City's Weatherization and Minor Home Repair program funded with Community Development Block Grant (CDBG) funds. Proposals will be accepted from non-profit entities and all projects must meet regulatory requirements and eligibility criteria established by the U.S. Department of Housing and Urban Development (HUD) as outlined further within this RFP.

Proposals will be due on August 17th by Noon.

CDBG Project Funding Period: January 1-December 31, 2019

Questions regarding this RFP offering may be directed to the Community Development Block Grant Administrator at sarah.achaoui@ci.bremerton.wa.us.

The City will be awarding \$68,033 in federal funds to implement Weatherization and Minor Home Repair for income eligible households in the City of Bremerton. Funds will be available on January 1, 2019 and expect the project to be completed by December 31, 2019.

Proposals will be accepted by the CDBG Administrator in the City's Department of Community Development. Proposals will be reviewed by the Project Review Committee.

Eligible Applicants

Public or private non-profit agencies or organizations including faith-based organizations, units of local government, and Community-Based Development Organizations.

Project Basics

Applicants must target the program to City of Bremerton residents. Organizations selected as subrecipients to operate a weatherization and minor home repair program will be expected to comply with the requirements in the *Subrecipient CDBG & HOME Guidebook*. Located on the City of Bremerton website located here: <http://www.ci.bremerton.wa.us/213/Subrecipient-CDBG-HOME-Guidebook>.

These include, in part:

- Affirmatively Marketing the Program
- Conducting initial intake and eligibility documentations of applicants
- Providing information to the City on the addresses of each household requesting assistance in order for the City to conduct an environmental review.
- Not beginning any work on a home until the City issues a notice to proceed for that home.
- Documenting the size and combined income of each household receiving assistance, including collecting income documentation.
- Documenting the eligibility of the property receiving assistance.
- Following the procurement requirements of 2 CFR Part 200. This includes checking that contractors are not debarred or suspended from receiving federal funds.
- Maintaining all required documentation and submitting reports in a timely fashion to the City.

Eligible Rehabilitation Activities-24 CFR 570.202

CDBG funds may be used by public and non-profit entities to rehabilitate residential properties, whether privately or publically owned. CDBG funds may be used to assist existing homeowners with the repair or rehabilitation of owner-occupied or rental units.

1. Costs of labor, materials, supplies and other expenses required for the rehabilitation of property, including repair or replacement of principal fixtures and components of existing structures.
2. Installation of security devices, including smoke detectors and dead bolt locks.
3. Costs required to increase the efficient use of water (e.g. water saving faucets and shower heads), and improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, insulation, and modification or replacement of heating and cooling equipment.
4. Costs of connecting existing residential structures to water distribution lines or local sewer collection lines.
5. Costs to remove material and architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons.
6. The costs of evaluating and treating lead-based paint, either alone or in conjunction with other repairs.

CDBG funds may also be used to cover the costs and related expenses required for outreach efforts for marketing the program, screening potential applicant households and structures, energy auditing, preparing work specifications, inspections, and other services related to assisting owners who are participating or seeking to participate in the program.

Rehabilitation does not include:

Installation of luxury items, such as a swimming pool;

Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as: a window air conditioner; or a washer or dryer (but a stove or refrigerator is allowed);

Labor costs for homeowners to rehabilitate their own property.

Painting interior/exterior of home except in the instance of treating Lead Based Paint

Proposal Instructions

In general, please be brief, only providing sufficiently detailed information to answer the question.

1. Agency Information

Self-explanatory. Make sure to collect signatures from your agency's Chief Volunteer Officer (e.g. Board Chair, Board President, or similar title) and Chief Professional Officer (e.g. President, Executive Director, CEO, or similar title).

2. Agency Budget

Enter the amount of the total agency budget for the calendar years 2018 and 2019. If the agency budget for 2019 has not been determined, estimate as closely as possible, based on past years and expectations for the next year.

3. Agency Purpose or Mission Statement

Describe, in one or two sentences, the agency's statement of purpose or mission statement.

4. Project Cost

Enter the amount of CDBG funds requested and the total project costs. If this same project has been funded with CDBG in previous years, please indicate this.

5. Proposed use of CDBG funds

Describe specifically what the CDBG funds will be used for in the overall project.

6. Previous Experience

Describe the capacity and history of your organization in administering funds from HUD. Describe the capacity of your organization to manage a project of the magnitude that you are applying for. Discuss any previous project management experience of the agency.

7. Qualifications

Describe the agency staff that will manage the project or which will provide the service in question. Detail your procurement/bidding procedure and timeline by describing your plan for publishing and collecting bids in order to select a qualified contractor to provide the services in question.

8. Audit

Agencies which spend \$750,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Super Circular 2 CFR 200 from the Federal Office of Management and Budget. If your agency has had an audit, please include the most recent audit in your proposal.

9. Need

Give a brief description of the existing circumstances which made this a needed project.

10. Project Timeline

Will you be able to complete this project within the 2019 Program Year? If not, please describe why.

11. Project Budget: Summary

This section is designed to provide an overall picture and details of the total expenses for this project. It explains what the funds requested from the City will be used for and who else is contributing money to the project. It will form the basis of contract reimbursement.

12. Leveraging

Be clear in describing how these CDBG funds will separately leverage capital and/or operating expenses.

13. Project Beneficiaries

Describe who will primarily benefit from the project. How many beneficiaries will be 30% AMI, 50% AMI, 80% AMI. Please see the HUD FY Income Limits (<https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>). Please estimate the number of rental units and home-owner occupied units that will be improved with these funds. Please submit your procedures for income eligibility and any intake/application forms you may use.

14. Accessibility

Describe how persons with special needs including such factors as language barriers or physical handicaps, will be able to gain access to this program.

Evaluation Criteria

Proposals will be evaluated in accordance with weighted criteria listed below:

Criteria	Maximum Points
Qualifications/Staff Capabilities	0-45
Previous Experience	0-20
Project Understanding and Proposal	0-15
Leveraging and Cost (incl. # of beneficiaries served)	0-15
Total	100

These weighted criteria are provided to assist the proposers in the allocation of their time and efforts during the submission process. The criteria also guide the Evaluation Committee during the final rankings of proposers by establishing a general framework for those deliberations.

As the best interest of the City may require, the right is reserved to reject any and all proposals. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive. The City’s Project Review Committee will evaluate all Funding Proposals and may

recommend the top contestants for an interview. The committee shall evaluate the proposals based on the demonstrated proficiency level of the applicant.

Rejection Criteria

1. Your proposal shall be considered non-responsive if any of the following criteria exist, (this list is not all-inclusive):
 - a. All questions and instructions have not been properly completed.
 - b. The instructions have not been properly followed.
 - c. The RFP response Package is found to have concealed or contained false and/or misleading information.
 - d. The City did not receive the RFP Package prior to the submittal deadline.

Insurance Requirements

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, its agents, representatives, employees, or sub-contractors.

1. Automobile Liability: Insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and
2. Commercial General Liability: Insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage, and two million dollars (\$2,000,000) aggregate. Coverage shall be on an "occurrence" basis. City of Bremerton shall be named by endorsement as an additional insured on the Agency's insurance policy as respects this contract. Such insurance as carried by Agency is primary over insurance carried by the City.
3. Excess Liability: Insurance with limits not less than \$1,000,000 limit per occurrence and aggregate.
4. Professional Liability insurance with limits no less than \$1,000,000 limit per occurrence/claim
5. Workers Compensation insurance as statutorily required by the Industrial Insurance Act of the State of Washington, Title 51, Revised Code of Washington and employer's liability with limits not less than \$1,000,000. Any payment of deductible or self-insured retention shall be the sole responsibility of the Agency.

All required policies shall be provided on an "occurrence" basis except professional liability insurance (if required), which may be provided on a "claims-made" basis.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Indemnification: Proposer agrees to defend, indemnify and save harmless the City, its appointed and elected officers and employees from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons and on account of damage to property, arising or alleged to have arisen directly or indirectly out

of or in consequence of or the performance or non-performance of the services or subject matter called for in this Agreement, whether such injuries to persons or damage to the property is due to the negligence of Agency, its subcontractors, agents, successor, assigns. This provision shall be inapplicable to the extent the City is judicially found solely negligent for such damage or injury.

Additional Information

Appropriation of Funds: Any Contract issued is conditional upon the City appropriating funding to implement the contract.

Employees: Employees of the Contractor shall be under its sole direction and not be an employee or agent of the City. The Contractor shall supply competent employees. Contractor shall be responsible to the City for the acts and omissions of all employees working under its direction.

Federal Requirements

Federally funded projects must adhere to the federal regulations listed below. The City of Bremerton is responsible for ensuring that these regulations are met in all CDBG-funded projects.

Conflict of Interest: The applicant covenants that no person who presently exercises any functions or responsibilities in connection with the City of Bremerton has any personal financial interest, direct or indirect, in this proposal or any resulting Agreement. The applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The applicant further covenants that in the performance of this project/proposal, no person having any conflicting interest will be employed. No officer, employee, or agent of the applicant shall participate in the selection, award or administration of activity funded in whole or in part with CDBG funds if a conflict of interest, real or apparent, would exist.

Environmental Review: All projects will need to have an environmental review completed in accordance with the National Environmental Protection Act (NEPA). The scope of the environmental review will depend on the nature and size of the project.

Equal Employment Opportunity: The law prohibits discrimination against any employee or application for employment because of race, color, religion, sex, or national origin. Provisions to effectuate this prohibition must be included in all construction contracts. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color or national origin.

Lead Based Paint: If the project involves rehabilitation on a building built before 1978, federal regulations require that testing for lead paint can be conducted and a risk assessment be provided. Any lead-based paint hazard must be corrected in accordance with federal and state guidelines.

