**Attachment I: Application Questions**

1. State full name and address of your organization and identify parent organization if the entity is a subsidiary. Specify the branch office or other subordinate element that will perform, or assist in performing, work herein. Indicate whether the entity operates as a partnership, corporation, or individual. Include the state in which the individual or entity is incorporated or licensed to operate.

1. Clearly indicate which service area (statewide, regional or Balance of State) for which you are applying.

1. Clearly indicate whether you will perform multifamily weatherization or shelters or both, and if you are interested in the potential option to provide single family weatherization in the service area chosen.

1. If not a current DOE subgrantee in Texas, provide an explanation of your organization’s relevant experience in providing DOE weatherization assistance. How many homes weatherized? How many buildings? Where? When? For how long? Multifamily, shelters, or single family? Scope and size of similar projects? Amount of funds expended? Provide at least two references from entities that have used or are currently using your services. Include name, entity name, contact name, email address and phone number. *For existing subgrantees in Texas, simply state NA for this question.*

1. Provide an organizational chart and a description of the key personnel, qualifications, certifications and pertinent work history of who will be actively engaged in the BILWAP project, primarily focused on weatherization measure installation and administrative services such as intake, labor standards officer, customer service, reporting and complaints.

1. Provide an explanation of your plan to use existing staff, hire new staff or to subcontract for any aspect of BILWAP (e.g., intake, customer service, assessments, installation of measures, complaints, warranty service). How many additional staff or subcontractors do you plan to hire and for what purpose? Provide an estimated timeline for a fully trained BILWAP staff.

1. For installation of weatherization measures, describe your plans for approval of training content for those performing weatherization work, who will perform the work, list the amount of personnel and their qualifications along with evidence of their certification(s) (BPI Energy Auditor & QCI, etc.), how many teams will perform the work, can they perform both SF and MF (or shelter) weatherization services, means by which the whole service area will be assisted promptly, what quality control mechanisms and internal auditing will be utilized to ensure weatherization measures are installed according to health and safety, OSHA, BPI, NREL SWS, IRC, and ASHRAE requirements, how complaints from weatherization clients will be handled, estimated volume of work expected to be performed in a given timeframe, staffing plan for accomplishing the work, and procedures that will be used in ensuring work quality and that opportunities for fraudulent payments are mitigated. Benchmarks should include at a minimum how frequently weatherization work will be performed, an estimated timeframe for how quickly weatherization measures will be installed from the time of household approval.

1. Describe how applicants/clients will be able to receive customer service assistance and apply for weatherization, including those unable to visit an office. Will your staff provide an alternative means of submitting an application if a household has insufficient means to do so according to 10 TAC §6.5(a)?

1. Describe how your organization will process an applicant/client from the application phase through weatherization completion to the end of the warranty period. TDHCA is seeking a highly organized, efficient system for all phases of administering BILWAP.

1. Describe how multifamily developments or shelters will be identified for weatherization and the process through which a property owner/landlord would apply, as well as the weatherization process undertaken through the end of the warranty period.

1. Describe how you will oversee and ensure the quality of the weatherization work performed.

1. Provide a sample timeline for a multifamily property’s (or shelter) weatherization from the moment of contact until final unit approvals and reporting.

1. Describe how your organization will report and track household data and performance.

1. Describe the process by which your organization will determine a property’s eligibility and priority for weatherization assistance (i.e., Vulnerable Populations (Elderly, Disabled and Households with a child at or below 5), High Energy Burden, High Energy Consumption) according to 10 TAC §6.406(c).

1. Describe the process by which your organization will inform properties (or in the case of single family weatherization, households) if they are denied assistance, their right to appeal such decision and the process by which appeals will be handled.

1. If proposing to deliver single family, describe the process by which your organization will determine U.S. Citizen, U.S. National or Qualified Alien status according to 10 TAC §6.406(g) and (h). TDHCA will require that a system such as the Systematic Alien Verification for Entitlements (SAVE), administered by the U.S. Citizenship and Immigration Service, be used to confirm qualified alien status of applicants. Note that multifamily buildings (more than one rental unit) and shelter weatherization are exempt from this requirement.

1. Describe your organization’s capability to track funds obligated and expended in real time – “funds applied for” at time of application and “funds committed” once an application is approved and to track committed and expended funds by county.

1. Describe your organization’s capability to perform the following as it relates to reporting:
	1. Ability to export all data fields for data manipulation and elimination of a need for duplicative data entry;
	2. Ability to gather, export, and report household level data as required by TDHCA and DOE including, at a minimum, household address, income, whether a Vulnerable Household, and for the primary applicant for the household, gender, race, ethnicity, and type of assistance per prescribed categories
	3. Ability to sort by date/time received order, Vulnerable Household designation, household income amount, confirmed weatherization assistance;
	4. Reports at least as often as daily to include the total number of applications received, number of applications approved, denied, or in‐process, number of units assessed with estimated assistance amount, number of units for which weatherization has begun, number of units for which weatherization has been completed and assistance amount for that unit, number of units for which weatherization has been inspected;
	5. Reports that can be provided to subcontractors that reflect all component parts of a batched payment to be made as frequently as daily, by servicer and by household;
	6. Ability to provide an up‐to‐date dashboard tracking application and payment status in real time including each home’s/unit’s stage in the process;
	7. Ability to download/extract all data fields; and export household level data into the Community Affairs Performance Module Database
	8. An ad hoc reporting utility that can be used in the extraction of data or building of custom reports. This utility should allow a user the ability to run detailed reports/extracts. The utility should also allow for the systematic scheduling, executing, and transfer of data files so that an interface with TDHCA’s accounting software (PeopleSoft Financials) can be developed; and
	9. Capability to serve as the system of record for all actions taken and that allows for financial tracking in coordination with TDHCA for establishing format and content of financial data for interface with accounting system as necessary.

1. Describe your organization’s method of communication with applicants and clients so they are kept aware of the status of their application and assistance (notification of receipt of application, requests for specific missing application documents, review status, approval/denial status, appeal status, weatherization status, complaint status, etc.).

1. Will your organization have translation services available for persons speaking languages other than English? How will applicants who speak and read/write in languages other than English apply for weatherization services at your organization? Explain.

1. When will your organization be ready to “go live or public”, begin receiving BILWAP applications and begin assessments and the installation of weatherization measures? Please give approximate dates.

1. Describe your organization’s willingness to market BILWAP throughout the whole service area and what methods it will use.

1. For multifamily buildings and shelters, describe the method and objective rationale that will be used in prioritizing the order in which properties will be weatherized.

1. If not a current DOE subgrantee in Texas, describe any litigation, arbitration, or other actions current, pending, or past against your organization. Please indicate your willingness to provide additional information on any litigation pending against your organization should TDHCA request it. *For existing subgrantees in Texas, simply state NA for this question.*

1. Describe your organization’s experience and process in complying with the requirements of the Davis Bacon Act, if any.

1. Describe your organizations experience and process in complying with requirements of the “Build America, Buy America” requirement, if any.