

Q & A from Bidders' Conference
Weatherization Special Projects
June 7, 2012

1. **Q:** What is the deadline for submission of applications? (section 2.1)
A: July 17, 2012, by 5:00 P.M. Eastern Standard Time.
2. **Q:** Can we use a courier service to deliver the proposal? (section 2.1)
A: Courier delivery is acceptable for proposals.
3. **Q:** Are temporary subgrantees eligible for funding under this RFP? (section 1.4)
A: Yes. Agencies that had contracts with HCR for ARRA funding are eligible for funding under this RFP.
4. **Q:** Where can we find a list of HCR's Preservation Initiative Program (PIP) projects? (section 3.2, Outcome 2)
A: A link to the listing has been added to our Web site on the Weatherization (WAP) page. Please note that while we have removed properties from this list that we know were previously weatherized, it is still the applicant's responsibility to confirm that no WAP resources were previously provided. HCR does not guarantee that properties on this list will income-qualify for WAP. It is exclusively the responsibility of the subgrantee and property owner to confirm that a property is eligible.
5. **Q:** Are all required application forms available on the HCR Web site? (section 3.1)?
A: Yes, there is an Excel file with three tabs which has the three Exhibit forms on the HCR Web site, at this link:
<http://www.nyshcr.org/AboutUs/Procurement/DHCRindex.htm>.
6. **Q:** Is the Vendor questionnaire on the HCR Web site? (section 3.1)
A: Yes, use the link in question number 5.
7. **Q:** How is "Outcome" scoring handled? Do we need to cover all three outcome areas to score enough points to get funded? (section 3.2, Outcomes)
A: Applicants will likely focus on only one or two outcomes in their proposals, for a maximum of 20 points in each area. While you could write a proposal that would cover all three outcome areas, it is expected that most will not.
8. **Q:** Can we submit more than one application reflecting different outcomes? (section 3.2, Priority Outcomes)
A: Yes, and each will be scored separately.
9. **Q:** If multiple proposals are submitted by a subgrantee, what is the maximum amount that can be funded? 600K each or total? (section 1.3)
A: \$600,000 total will be the maximum of all awards per subgrantee.
10. **Q:** How is a target area identified? (section 3.2, Outcome 3)
A: The applicant will define the target area. It should be tied to a project identified by a State, City, or other agency.

11. **Q:** Must the proposed projects be located in a distressed area to receive 5 points for the neighborhood revitalization outcome? (section 3.2, Outcome 3)
A: Yes, the target area must be designated as “distressed,” or have some similar designation by a State, City, or other agency.
12. **Q:** Can I apply for a project that isn't located in my service area?
A: Yes.
13. **Q:** How will the section on using minority/women-owned businesses be scored if an agency does all of its own work? M/WBE rules only apply to labor and materials that are subcontracted by the agency. (section 3.2, Past Performance)
A: Each subgrantee is assigned goals in the contract with HCR. Progress in meeting these goals is measured against the degree to which subcontracted labor and material purchases utilize minority and women-owned businesses. Agency labor costs are excluded from the calculation.
14. **Q:** Does “preservation” refer to SHPO? (section 3.2, Outcome 2)
A: No, “preservation” refers to affordable housing, not historical buildings.
15. **Q:** Are multi-family building owners considered partners, and would owner investment funds count as leverage?
A: A building owner is not a partner for the purposes of this solicitation, and their funding is not considered leveraging. Partners are other private or public agencies that provide leveraged funds for the project, including foundations and non-profit lenders.
16. **Q:** What are Regional Economic Development Councils (REDCs)? (section 3.2, Outcome 3)
A: Here are two links to information about the 10 RECDs in NYS – their mission, strategic plans, funding opportunities, etc.:
- List of Regional Council CFA awards in 2011 (including OCR awards)
<http://www.governor.ny.gov/assets/documents/CFAAWARDSBooklet.pdf>
- Regional Council Strategic Plans
<http://regionalcouncils.ny.gov/content/regional-economic-development-council-final-five-year-strategic-plans-2012-2016>
17. **Q:** Are NYC Department of Housing Preservation & Development (HPD) regulated buildings acceptable projects? (section 3.2, Outcome 2)
A: Yes, and you will score 5 points under Outcome 2.
18. **Q:** Can HPD be used as a partner and to leverage funds? (section 3.2, Outcome 2)
A: Yes.
19. **Q:** Can funds for this contract be combined with the 2012 contract? (section 4)
A: No, a separate contract is required for the special projects.
20. **Q:** How much of a program advance will be given with these contracts? (section 1.7)
A: The guidelines are the same as for regular weatherization contracts. HCR will provide an advance equal to the agency’s needs at that point, not to exceed 15% of the total allocation.

21. **Q:** How are multi-family buildings determined eligible? (section 1.9)
A: The eligibility guidelines are the same as for regular weatherization contracts. Not less than 66% of the units must meet the income requirements. For 2-4 unit buildings, at least 50% of the tenants must meet the income requirements.
22. **Q:** Is the 581-a provision that was followed in ARRA still applicable? (WAP PPM, subsection 4.05.C)
A: Yes, this is a WAP rule, not specific to ARRA. As stated in the PPM, “While investment in buildings that qualify for this provision is not required, owners that are able to leverage WAP with other funds may often realize more energy savings and may be able to include measures in the work scope that do not achieve a savings-to-investment ratio or 1.0 or more based on the WAP investment alone.”
23. **Q:** What does the statement “HCR reserves the right to utilize any and all ideas submitted in the proposals received” refer to? (section 2.4)
A: This is a standard RFP provision that gives HCR intellectual property rights.
24. **Q:** What is the “Non-Discrimination in Employment in Northern Ireland” clause that will be part of the contract? (section 4)
A: This is a standard clause that is in all contracts with HCR. It refers to the MacBride Fair Employment Principles.
25. **Q:** Will special consideration in scoring be given for properties where tenants pay for their own utilities and, therefore, will directly benefit from the assistance? (section 3.2)
A: No, not for scoring purposes.
26. **Q:** For former subgrantees that do not have a current contract with HCR, does the owner agreement have to be on the HCR form? (section 3.2, Outcome 2)
A: Yes. PPM form #10 is available at the HCR Web site, on the WAP page.
27. **Q:** Can we use the Furman Center SHIP list to identify distressed neighborhoods?
A: Yes, the Furman Center for Real Estate and Urban Policy at New York University collects and analyzes key statistics about New York City, its boroughs and community districts to produce its essential report, The State of New York City’s Housing and Neighborhoods, which includes profiles of key indicators for each borough and community district. It can be accessed at: <http://furmancenter.org/data/>.
28. **Q:** Will projects participating in the SHIP program score as well as a HUD- or HCR-assisted project? (section 3.2)
A: 5 points will be awarded for publicly-assisted program; 10 points for HCR’s PIP list.
29. **Q:** HPD has a similar list of distressed buildings. Can this be used for Outcome 3, and can we get 10 points? (section 3.2, Outcome 3)
A: HPD has identified distressed neighborhoods, not just distressed buildings. The applicant needs to show that the target area, community district, or census block matches the criteria of the outcome for scoring. You will only receive 5 points.
30. **Q:** Are resumes required for all agency staff? (section 3.1, Required Exhibits)
A: Resumes should be provided for the management team that will be responsible for managing the program.

31. **Q:** I have an award of HOME LPA funds. Will that count as leverage? (section 3.2, Outcomes)
A: It could, provided that the funds can be firmly committed to the project identified in the proposal, and all work funded through the HOME LPA is completed no later than December 31, 2013.
32. **Q:** A subgrantee plans to submit a proposal with a developer partner. That partner is receiving funds from another source (e.g., Housing Trust Fund Tax Credit, HUD, etc.) to be used on a proposed project, can those funds be considered as leverage, and will the actual funding agency need to be a third partner? (section 3.2, Outcome 1)
A: If the funds are being used to address the health and safety needs of the project, those funds can be considered as leverage, in such a case there would need to be an agreement with the funding agency and not just the developer partner that dedicates funds for that purpose.
33. **Q:** Healthy homes is identified as a priority, but it seems that it will be difficult to score well. Why isn't more credit given for collaboration efforts? (section 3.2, Outcome 1)
A: Proposals that identify funding for training, client education or related services, as well as funding to directly address health and safety issues in assisted buildings, will receive scoring consideration.
34. **Q:** Do applicant funds such as program income or construction management fees count as leverage? (section 3.2, Outcome 1)
A: Applicant funds that are firmly committed to the proposed project will count as leverage for the purposes of this RFP.
35. **Q:** Does all construction on a property being weatherized through this RFP need to be completed by June 30, 2013? (section 1.10)
A: All work on the property that is being funded through this 2012 RFP must be completed by June 30, 2013. If other work funded by partner funds is not completed by June 30, there must be a firm commitment from that partner(s) that this other work shall be completed no later than December 31, 2013. The applicant should explain this in the proposal narrative and provide a timetable for completion of all work.
36. **Q:** For tax credit projects, can outside investors be considered partners? (section 3.2, Outcome 2)
A: Leverage is not a scoring criterion for the preservation outcome. For purposes of this RFP, HCR is more concerned with readiness if the proposal is targeting a preservation project.
37. **Q:** Can a NYSERDA MPP partner be considered a partner since they assist in bringing NYSERDA funds into the project? (section 3.2, Outcome 1)
A: NYSERDA can be considered a partner if there is a firm commitment of MPP assistance with a specified amount of funds as part of the RFP response. The committed funds, if applicable, will be considered leverage.
38. **Q:** Are attachments C and D required if there are no partners involved in the project? (section 3.1))
A: No, this information is only required for partners.

39. **Q:** What are the parameters of leveraged funds under neighborhood and village revitalization? (section 3.2, Outcome 3)
- A:** Under this outcome, the applicant and its partners can receive points for committed resources they obtain for a targeted neighborhood or village. It is not limited to energy efficiency work or to the particular properties being weatherized; however, the applicant must demonstrate that all funds being counted as leverage will be spent within the targeted area during calendar years 2012 and 2013, and that the activities can be directly connected to a recognized revitalization plan strategy.
40. **Q:** The RFP requires a number of Exhibits and Attachments. Are there specific forms that must be used to complete these Exhibits and Attachments?
- A:** There are forms that need to be used for Exhibit I (Proposal Summary), Exhibit II (Project Narrative), and Exhibit III (Budget/Production Schedule). There is only one form to be used for Attachment A, the Vendor Responsibility Questionnaire. The remaining attachments do not require use of specific forms. The Exhibit forms and Vendor Responsibility Questionnaire can be found on the HCR Website at: <http://www.nyshcr.org/AboutUs/Procurement/DHCRindex.htm>
41. **Q:** Many of the PIP buildings have limited or no reserve accounts to fund an owner's match. What is the possibility that the Agency would waive these requirements for PIP projects that cannot afford to fund this match?
- A:** Owner matches can be waived on a case by case basis. Assuming a PIP property is still regulated a waiver can be given, however without owner investment the work scope will very likely be reduced and the full benefit of the program will not be realized by the building owner and occupants. Owner investment is always strongly encouraged. Please see Page 101 in the Policies and Procedures Manual.