Minnesota’s Commitment to Diversity and Inclusion

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to www.mmd.admin.state.mn.us/mn02001.htm.
I. Overview
The Minnesota Department of Commerce (Commerce) administers the federally funded Low-Income Weatherization Assistance Program (WAP). The program provides free home energy upgrades to income-eligible homeowners and renters to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety.

In an effort to ensure that low-income families living in multifamily buildings receive access to WAP services, Commerce has set aside a portion of the funds received from the federal Department of Energy (USDOE) to be used by the existing WAP Service Providers (SP) to provide weatherization to multifamily buildings in compliance with current program guidelines.

**Funding Plan:** A total of $683,000 has been allocated by Commerce for use statewide beginning July 1, 2018. Pending USDOE approval, any funds not spent by June 30, 2019 will be rolled over in the following program year. All funds must be expended no later than June 30, 2020.

Priority will be given to those projects that utilize leveraged funding and can be completed in Program Year 2018.

II. Timeline
- **October 15, 2018 – January 31, 2019:** Initial Project Proposal Forms are accepted*
- **June 30, 2019:** All approved PY18 projects must be completed
- **June 30, 2020:** All approved PY19 projects must be completed

*Commerce will begin to approve projects before January 31, 2019

III. Program Guidelines

**Initial Project Proposal Form:** Beginning October 15, 2018 Commerce will accept Project Proposal Forms from WAP Service Providers (SP)s identifying specific multifamily building/s the SP plans to weatherize using the Multifamily Initiative funds. The proposal form includes an estimated scope of work and estimated project cost. Once a completed proposal is received, Commerce will review the proposal, determine an estimated amount of funding to reserve for the project, and issue a Notice to Proceed letter.

**Final Project Proposal Form:** Once a Notice to Proceed letter is received by an SP they may conduct the following work: client eligibility verification, an energy audit and energy modeling, obtain a landlord agreement, determine final landlord contribution, and any other steps needed to develop a final scope of work and their associated costs. Once this work is completed the SP will complete and submit the Final Project Proposal form. Commerce will review the proposal, determine a final funding amount to reserve for the project from the Multifamily Initiative fund and issue a new Notice of Funds Available (NFA) to the SP through the FACSPro system.

**ADMINISTRATIVE COSTS:** As with other USDOE funds, SPs will be provided administrative funds equal to 6.5% of the total amount of approved final funding amount.
PHASE 1: PRE-ASSESSMENT
1. Initial Project Proposal (SP)
   a. Submit a completed Initial Project Proposal form

2. Notice to Proceed (Commerce)
   a. When an Initial Project Proposal receives approval, Commerce will reserve funds and issue a Notice to Proceed Letter. Proposals will be received on a first come first serve basis.

PHASE 2: FINALIZED WORK PLAN
1. Conduct Energy Audit and related tasks (SP)
   a. client eligibility verification
   b. conduct energy audit
   c. conduct energy modeling
   d. determine final landlord contribution
   e. obtain a landlord agreement, if not already signed
   f. create final scope of work

2. Final Project Proposal (SP)
   a. Submit a completed Final Project Proposal form.

3. Notice of Funds Available (Commerce)
   a. PY18: Commerce will issue an NFA once the Final Project Proposal has been approved. In some cases Commerce will have to receive USDOE approval before work can proceed. All PY18 projects must be completed by June 30, 2019.
   b. PY19: For PY19 projects only, an NFA will be issued once the Final Project Proposal has been approved and after July 1, 2019.

PHASE 3: COMPLETE WORK
1. Weatherization Measure Installation and Inspection (SP)
   a. Once an NFA is issued, the installation of the scope of work and the associated inspections will proceed in accordance with all WAP policies. The Quality Control Inspection (QCI) must be conducted by a BPI certified Quality Control Inspector who has successfully complete a multifamily QCI course. Commerce will review the final project file once the QCI has been completed.

IV. Questions
All questions concerning the program and guidelines are to be submitted by email to:
Weatherization Assistance Team
Department of Commerce, Division of Energy Resources
weatherization.commerce@state.mn.us