

Yakima County Human Services Department



2024/2025 Home Electrification and Appliance Rebates (HEAR) Program Request for Proposal

Release Date: September 13, 2024
Grant Cycle: October 8, 2024 - June 30, 2025

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Section 1: RFP Overview

1.1 Introduction

The Home Electrification and Appliance Rebates (HEAR) Program in Yakima County aims to support Low-to Moderate-Income (LMI) households and small businesses. The Human Services Department seeks to partner with a subgrantee who will operate a program prioritizing rebates and incentives for recipients at 80% or below the Area Median Income (AMI), with a special emphasis on outreach and distribution in the county's rural communities. The approval of this subcontract is anticipated for October 8, 2024, and the subgrantee(s) will have a performance period ending on June 30, 2025.

1.1.1 Objectives

The objectives of the HEAR Program are to provide Rebates and Incentives to the following groups:

1. Low-income single- and multifamily households with incomes at or below 80% of the Area Median Income.
2. Moderate-income single- and multifamily households with incomes between 80% and 150% of the Area Median Income.

- Small businesses with 50 or fewer employees or those meeting the definition in RCW 39.26.010(22).

Rebates and incentives must be for the purchase or installation of high-efficiency electric equipment, including but not limited to:

| Upgrade Type | Eligible Equipment |
|---|---|
| Appliance | Electric Heat Pump Water Heater |
| | Electric Air-source or Ground Source Heat Pump for Space Conditioning |
| | Commercial or Residential Induction Kitchen Equipment |
| | Electric Heat Pump Clothes Dryer |
| Electric Service necessary for the installation of high-efficiency electric equipment | Electrical Service and Panel Upgrade |
| | Electric Wiring |

1.1.2 Use Requirements

All equipment must meet the following requirements:

- Remove all fossil fuel equipment where technically and economically feasible.
- All air-source heat pumps must be listed on the Northeast Energy Efficiency Partnership's (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List or meet the most recent ENERGY STAR Cold Climate product criteria.
- All equipment must be ENERGY STAR Certified or CEE North Region Certified.
- Equipment using refrigerants must comply with statutory global warming potential (GWP) limits from the Washington State Department of Ecology and the U.S. Environmental Protection Agency (EPA). Where feasible, low GWP refrigerants listed by the EPA's Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB) must be used.

In addition, the following criteria must be met:

- Mechanical, electrical, and plumbing (MEP) equipment necessary for installing eligible high-efficiency electric equipment listed in table above (section 1.1.1 Objectives).
- Education and outreach resources to promote adopting high-efficiency electric equipment and building workforce capacity.
- Program administration costs must not exceed 15 percent of grant funds.

1.2 Funding

Approximately \$1,000,000 is expected to be available through this RFP from the following sources:

| Fund | Source | RFP Amount |
|--|--------|-------------|
| Electrification and Appliance Rebates Program- Residential | State | \$450,000 |
| Electrification and Appliance Rebates Program- Commercial | State | \$400,000 |
| | Total | \$1,000,000 |

1.3 Timeline

The Yakima County Human Services Department reserves the right to change any dates in the RFP timeline.

| Event | Date |
|--|---|
| RFP release | Friday, September 13, 2024 |
| Last day to submit questions | Monday, September 23, 2024 |
| Application Deadline | Thursday, September 26, 2024 @ 4:59pm |
| Human Services staff submission review | Friday, September 27 - Friday October 4 th |
| BOCC application review, award discussion, and decision-making | Tuesday, October 8, 2024 |
| Planned Award Notification | Tuesday, October 8, 2024 |
| Contracts issued to awardees by Human Services | Tuesday, October 15, 2024 |
| Contracts signed by awardees and submitted to Yakima County | Tuesday, October 22, 2024 |
| Contracts signed by Board of County Commissioners | Tuesday, October 29, 2024 |
| Contract start date | Tuesday, October 8, 2024 |

Initial awards will be made for the period of October 8, 2024, to June 30, 2025.

1.4 Technical assistance

Information Sessions are optional, free, and open to any interested applicants. If you are interested in scheduling an informational session, please contact HumanServices@co.yakima.wa.us and add **REQUEST FOR TECHINIAL ASSISTANCE (HEAR RFP)** to the subject line.

Responses to questions will also be published at: <https://www.yakimacounty.us/2943/One-Time-Funding>

Unauthorized contact regarding this RFP with County employees outside of the Human Services Department intended to circumvent the appropriate communication channels may result in disqualification. Any oral communications not documented in writing will be considered unofficial and non-binding on behalf of the County. Any questions answered in writing will be posted on the County's website at: <https://www.yakimacounty.us/2943/One-Time-Funding>.

It is the responsibility of bidders to check the website for any amendments or Q&A's related to this RFP.

Yakima County will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by the Human Services Department for information or participation throughout the evaluation and selection process.

If you have questions about the 2024/2025 Home Electrification and Appliance Rebates Program RFP, please email the Yakima County Human Services Department at HumanServices@co.yakima.wa.us.

Section 2: Eligibility Requirements

Programs applying for any of the funds in this RFP must first meet the basic minimum eligibility requirements established by the Federal Housing Authority, the State of Washington, and purpose of the grant.

2.1 Applicant Requirements

Programs wishing to apply must:

1. Have a current program and/or the ability to provide rebates and incentives to low- and moderate-income households and small businesses for purchasing and installing high-efficiency electric equipment and appliances.
2. Be a small business with 50 or fewer employees or otherwise meet the definition in [RCW 39.26.010\(22\)](#) with the ability to purchase and install high-efficiency electric equipment and provide the required information for reimbursement.
3. Agree to ensure coordinated Climate Commitment Act (CCA) branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at the CCA brand toolkit:
 - o Any project-related website or webpage that includes logos from other funding partners.
 - o Any publication materials that include logos from other funding partners.
 - o Any on-site signage, including pre- and during-construction signage and permanent signage at completed project sites.
 - o Any equipment purchased with CCA funding through a generally visible decal.

2.1 Adherence to State and Federal Anti-Discrimination Laws

Program must adhere to relevant State and Federal anti-discrimination laws:

- Program ensures equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal.
- Programs designed to serve families with children experiencing homelessness ensure equal access regardless of family composition and regardless of the age of a minor child.
- Programs that operate gender segregated facilities allow the use of facilities consistent with the person's gender expression or identity.

2.2 Insurance Requirements

Awardees must meet insurance requirements within 45 days of receiving an award letter in order to get under contract. Yakima County reserves the right to decline to issue a contract to any awardee who does not meet this requirement within that period.

The Contractor shall, with insurance carriers with a Best Rating of A-VII or better, maintain occurrence based comprehensive general liability insurance and automobile liability insurance with minimum limits of \$2,000,000 per occurrence and \$5,000,000 aggregate, as well as Workers Compensation Contingent Employers Liability with minimum limits of \$1,000,000 each accident or disease for each employee. Such insurance shall provide that Yakima County, its officers, employees, agents, and volunteers are Primary Additional Insureds under such insurance. The coverage provided under such insurance for such Primary Additional Insureds shall be primary and not contributory to any other coverage that may be available to such Primary Additional Insureds. Prior to commencement of any work under this Agreement, the Contractor shall, provide proof of such insurance including all Certificates of Insurance and endorsements pertaining to such insurance, and if requested, any policy pertaining to insurance required under this Agreement.

Section 3: Application

3.1 Submission Instructions and Deadline

Completed applications are due by Thursday, September 26, 2024 @ 4:59pm

Applications must be completed via the [JOTFORM](#). Applications submitted in any other format will not be accepted. Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.

Applicants must ensure applications are received by the Yakima County Human Services Department by the deadline. It is advisable to complete the application several hours prior to the deadline in case applicants encounter issues with internet connectivity which impact ability to upload documents. Yakima County is not responsible for ensuring that applications are received by the deadline.

Organizations wishing to apply for multiple programs or applying for programs that are eligible for more than one of the funded categories are required to fill out a separate RFP application for each of the specific programs/program types.

Text answers in the application narrative are limited to 250 words per question.

JOTFORM portal link: <https://form.jotform.com/242406789739169>

3.2 Required Agency Information

The following information will be required for the application:

1. Organization information (name, address, phone, fax, website, federal tax ID, DUNS number)
2. Type of organization
3. (For nonprofits) Board documents (List of Board Members, charter, bylaws)
4. Program name
5. Type of program (Commercial or Residential)
6. Amount requested

3.3 Proposal Narrative

| A. Program Description | |
|------------------------|--|
| Questions | |
| 1. | What is the specific problem/issue that the program will address? |
| 2. | Is this program ready to proceed immediately? |
| 3. | Indicate which (if any) activities are new for your agency. Please detail a start-up timeline for each new activity. |
| 4. | Include the anticipated number of unduplicated clients to be served annually for each activity. |
| 5. | Briefly describe the role of all key personnel who will contribute significantly to program coordination and service delivery. |
| 6. | Indicate which zip codes will be served by your program. |

| B. Population Description | |
|---------------------------|--|
| Questions | |
| 1. | Describe the specific population(s) that the program intends to serve. |

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| <ol style="list-style-type: none"> 2. Identify the strengths, assets, challenges, and concerns of the specific population(s) the program intends to serve. 3. Describe how the program will reach the priority population(s), and how it will address any barriers that might prevent access to services (e.g., language, transportation, cultural differences) |
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| <h3>C. Data and Fiscal Management</h3> |
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Questions

1. Describe your organization's experience and capacity to collect and manage data, including confidential data.
2. Describe your organization's financial management system. How does your organization establish and maintain accounting principles to safeguard all funds that may be awarded under the terms of this funding opportunity?
3. Upload the results of your organization's most recent fiscal audit. If your organization does not have audited financial statements, upload the most recent year-end financial statements.
4. Upload a copy of your organization's General Liability and Insurance Certificate.
5. For non-profits:
 - a. Upload a copy of your organization's IRS Form 990
 - b. Upload a copy of your organization's 501(c)3 Tax Exempt Letter

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| <h3>D. Capacity and Experience</h3> |
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Questions

1. Describe your organization's past success in providing the program you are applying for. If your agency has no experience delivering this program, describe any related experience and a plan for development of service capacity.
2. Submit [Budget Template](#).