

New Jersey Department of Community Affairs
Weatherization Assistance Program - Multi-Family Initiative
Request for Proposal

Introduction and Purpose:

The New Jersey Department of Community Affairs (NJ DCA) Weatherization Assistance Program (WAP) is issuing this Request for Proposal (RFP) to solicit qualified organizations to provide weatherization services for multifamily housing projects.

The goal of this project is to improve energy efficiency, implement renewable energy systems, and reduce energy costs for low-income multifamily housing units in New Jersey. Weatherization services include conducting energy audits and inspections, upgrading insulation, lighting, heating and cooling systems, renewable energy systems, and providing other ancillary energy-saving services.

This project is funded by the US Department of Energy (DOE) through the Infrastructure Investment and Jobs Act (IIJA) grant. All WAP activities must comply with the current approved NJ WAP State Plan, 10 CFR Part 440, and relevant Weatherization Program Notices (WPNs) issued by DOE.

Minimum Qualifications for Applicants:

- Experience implementing weatherization, residential energy efficiency, and health and safety remediation programs for multifamily properties.
- Be certified as an RRP firm with the U.S. Environmental Protection Agency at the time of application.
- Have on staff a Building Performance Institute (BPI)-certified Quality Control Inspector/Energy Auditor (QCI/EA) for multifamily projects. Applicant may also subcontract BPI-certified QCIs and EAs.
- Have a qualified technical field representative that can perform the job duties performed by both the estimator/evaluator and the heating system specialist.
- Have knowledge of the NJ WAP State Plan.
- Have the ability to accept payment on a reimbursable basis.
- Have the experience and the capacity to complete and undertake the program activities as reflected in the Weatherization Workflow Process chart.

Requirements if Funded:

- Obtain required training, as indicated in the current NJ WAP State Plan, within 60 days of award.
- Ensure that multifamily weatherization work performed will not increase the rent on current low-income residents for a period of at least three years.
- Ensure that multifamily weatherization work performed will benefit the resident and not just the owner of the property.

Scope of Services

1. Outreach and Eligibility

- Conduct outreach, education, and recruitment activities to identify eligible multifamily projects in your target area and facilitate client participation.
- Conduct client intake to confirm income or categorical eligibility for weatherization services.
 - a. For multifamily projects, a building qualifies for WAP assistance if at least 66% of its dwelling units have household incomes at or below 200% of the Federal Poverty Guidelines or are determined to be categorically eligible, as outlined in [WAP Chapter 1: Eligibility and Documentation](#).

- b. Unoccupied units in multifamily buildings may be weatherized only if they are expected to become eligible dwelling units within 180 days through a Federal, State, or Local Government program that rehabilitates or otherwise improves the building.
 - Coordinate with the property owner to determine whether the building is eligible and suitable for weatherization in accordance with the requirements outlined in [WAP Chapter 2: Eligible and Non-Eligible Structures](#).
 - Conduct the required multifamily energy audit(s) and submit the audit report for review and approval by NJ DCA and DOE prior to project implementation.
- 2. Service Coordination and Implementation**
- Coordinate with clients throughout the qualification, installation, and inspection processes for weatherization and energy-efficiency measures.
 - Ensure that project costs do not exceed the maximum allowable Average Cost per Unit (ACPU) of \$8,813.
 - Manage subcontractors, as needed, to perform weatherization work in compliance with DOE requirements and all applicable federal, state, and local regulations and standards.
 - a. Ensure compliance with Davis-Bacon labor standards, where applicable.
 - b. Ensure contractor invoices are reviewed and paid within 60 days of receipt.
 - Coordinate with programs, agencies, utilities, and nonprofit organizations that provide complementary housing and energy assistance services to maximize the effectiveness of WAP funding and avoid duplication of benefits.
 - Respond to technical inquiries from field subcontractors and specialists and provide guidance consistent with program requirements, policies, and regulations.
- 3. Staffing Requirements**
- Retain a sufficient number of qualified employees to complete necessary tasks in a timely manner and within the budget.
 - Monitor the training and development needs of participating subcontractors to maintain adequate staffing levels and foster a diverse, equitable, and skilled workforce.
 - Inform NJ DCA of any staffing changes as soon as they occur.
- 4. Reporting Requirements**
- Ensure all client data is accurately and completely inputted into the Client Relationship Management (CRM) portal.
 - Ensure all project information is accurately inputted into the Hancock Energy Software Weatherization Assistance Program (HESWAP) by the 10th calendar day of each month.
 - Submit monthly Financial Status Reports (FSRs) in System for Administering Grants Electronically (SAGE) by the 15th calendar day of each month.
 - Submit Davis Bacon reports by the 15th calendar day of each month.
 - Track and report monthly on program performance metrics, including, but not limited to ACPU, the number of households served, the number of multifamily buildings weatherized, and the allocation of funds by funding source.

Availability of Funding and Duration of Engagement

1. A total of \$10,000,000 is available under this funding opportunity. The grant period will run from September 11, 2026 through June 30, 2029.
2. Awarded grantees may receive funding through advance payments totaling 90% of the total award amount. After submitting the required supporting documentation and expending each advance through SAGE FSRs, grantees may request the next advance payment. The remaining 10% of the award will be disbursed on a reimbursement basis upon completion of program activities and submission of all required final reports and documentation.

3. Grantees must maintain satisfactory programmatic and fiscal performance to remain eligible for contract renewals and subsequent funding advances. Performance will be evaluated based on, but not limited to, the following key indicators:
 - Delivery of high-quality weatherization services.
 - Effectiveness of outreach and client engagement efforts.
 - Achievement of production benchmarks and program goals established by NJ DCA.
 - Timely submission of production reports and FSRs.
 - All work and materials must adhere to the Standard Work Specifications (SWS) as outlined in the [NJ WAP Policy and Procedures](#), as well as the NJ SWS Aligned Field Guide. The required SWS can also be found on the [NREL Website](#).
 - Successful implementation of training plan.

If a selected grantee's performance is determined to be poor, DCA reserves the right to amend or cancel the contract at any time.

Proposal Content

1. **Agency Capacity** (maximum 20 points)
 - Describe the organization's capacity to successfully administer and implement the program, including its fiscal management systems and controls. The response should specifically address inventory management practices, procedures for timely payment of contractors and vendors, and processes for tracking and managing landlord contributions.
 - Provide information on the organization's experience delivering weatherization programs and services, including its history, current activities, and demonstrated ability to effectively serve eligible households.
 - Describe the methods and performance measures the organization uses to evaluate program effectiveness and assess the outcomes of services provided under this award, including processes for monitoring, reporting, and continuous quality improvement.
2. **Outreach and Eligibility Coordination** (maximum 15 points)
 - Describe the organization's outreach strategy for serving the entire region.
 - Describe the challenges to serving various portions of the region and identify ways in which your organization intends to minimize or overcome these challenges.
 - Describe the organization's approach to ensuring all clients and buildings that are serviced fall within the eligibility criteria.
3. **Management and Training Plan** (maximum 20 points)
 - Applicant must describe the model that will be implemented for the program, i.e. crew-based, contractor-based, or both crew and contractor based. If applicant will be hiring contractors, it must provide a workflow chart of the procurement process along with sample bid package.
 - Provide a staffing chart for all activities listed in the Weatherization Process Flow chart. Staff resumes and certifications should be uploaded for everyone listed on the staffing chart.
 - Applicant must provide a training plan describing how it will ensure that field staff are trained properly and otherwise qualified to perform their responsibilities and how it intends to obtain and meet the certifications and training required as detailed in the current NJ State Plan for Weatherization Assistance Program.
 - Applicant must describe how the oversight will be conducted to ensure quality assurance of contractors and/or crews.
4. **Physical Space and Equipment** (maximum 20 points)
 - Describe the location, design, and equipment of the weatherization office, including vehicles assigned to each county within the region.
 - If partnering with other entities, executed Memoranda of Agreement must be included with the application.

5. Fiscal Operations and Budget (maximum 25 points)

Provide a proposed budget based on production goals, in accordance with 10 CFR 600, and with the following caps per category:

Budget Category	Maximum Allocation
Administration Costs	7.50%
Training & Technical Assistance	10.00%
Financial Audit	2.00%
Liability Insurance	2.00%
Health & Safety	14.00%
Program Support & Weatherization Materials	64.5%

Selection Process

- If the applicant is a current grantee of NJ DCA, performance on current grants, including meeting production goals and spending down of funds, will be reviewed and rated and may result in deduction of points.
- For agencies without a prior DCA grant, scoring will be based on other areas, including experience in administering other low-income assistance programs, capacity to provide weatherization services in multifamily properties, and proposed budget.

Submission of Proposals

- Proposals must be submitted electronically through the SAGE by **September 11, 2026**.
- Any questions related to this RFP including questions regarding the program must be submitted by email to bhanu.jayarangan@dca.nj.gov and luis.alicea@dca.nj.gov by 3:00pm on September 4, 2026.
- The documents listed below are required to be submitted along with the application for funding. Failure to submit any of the following attachments will result in the application being disqualified. Any documents that cannot be submitted through SAGE must be emailed to bhanu.jayarangan@dca.nj.gov and luis.alicea@dca.nj.gov by **September 11, 2026**.
 - Application Cover Sheet (Certification Sheet)
 - Audit findings for the last 3 years (Certification Sheet)
 - Board/Government Resolution (Certification Sheet)
 - Certification Regarding Debarment and Suspension (Certification Sheet)
 - Certification Regarding Lobbying (Certification Sheet)
 - Copy of valid RRP firm certification with the U.S. Environmental Protection Agency (Management and Training)
 - Copy of certification for the Quality Control Inspector(s)
 - Corporate By-Laws and Certificate of Incorporation (required for non-profit only) (Management and Training Sheet)
 - IRS Determination Letter (Certification Sheet)
 - List of Funding Sources (Management and Training)
 - Memorandum of Agreements (if applicable - Certification Sheet)
 - Organization's Operating Budget (Management and Training)
 - Organizational Chart (Certification Sheet)
 - Procurement Process with copy of bid package (if applicable - Certification Sheet)
 - Staff Resumes (Management and Training)
 - Staffing Chart (Management and Training)
 - Training Plan (Management and Training)