

RFA-25-190-WAP-Assistance Program

Request for Application Weatherization Assistance Program



RFA Release Date: May 20, 2025, 2025 @ 10:00 AM

Response Deadline: December 15, 2030, @ 4:00 PM

RFA Links: <https://www.aacog.com/bids.aspx>
<https://www.txsmartbuy.com/esbd>

Notice: Prospective Respondents who receive this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to the RFA or other communication can be delivered. Any prospective proposer who fails to provide the agency with this information assumes complete responsibility for complete submission requirements.

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Acronyms and Definitions

<u>Abbreviation</u>	<u>Definition</u>	<u>Abbreviation</u>	<u>Definition</u>
RFA	Request for Application	ANSI	American National Standards Institute
AACOG	Alamo Area Council of Governments	ASTM	American Society for Testing and Materials International
AYBR	Amy Young Barrier Removal	IEEE	Institute of Electrical and Electronics Engineers
H4TH	Homes for Texas Heroes	NFPA	National Fire Protection Association
WEA	Weatherization	SRCC	Solar Rating and Certification Corporation
HUB	Historically Underutilized Businesses	UL	UL (formerly Underwriters Laboratories)
DSE	Disadvantaged Business Enterprise	TVC	Texas Veteran's Commission
VET	Veteran	ASHRAE	American Society of Heating, Refrigeration, & AC Engineers
DOE	Department of Energy	CAZ	Combustion Appliance Zone
TDHCA	Texas Department of Housing and community Affairs	CFR	Code of Federal Regulations
LIHEAP	Low Income Home Energy Assistance Program	OAG	Office of Attorney General
WAP	Weatherization Assistance Program	LBP	Lead Based Paint
ECM	Energy Conservation Measure	RRP	Remodeling and Painting Rule
SOW	Scope of Work	DOW	Description of Work
HVAC	Heating, Venting, and Air Conditioning	GPM	Gallons Per Minute
CO	Carbon Monoxide	GPF	Gallons Per Flush
NTP	Notice to Proceed	LPF	Liters Per Flush
IDIQ	Indefinite Delivery, Indefinite Quantity Contract	BTU	British Thermal Unit
AHAM	Association of Home Appliance Manufacturers	kBTU	kilo British Thermal Unit
UPC	Universal Product Code	K	thousand
IEEE	Institute of Electrical and Electronics Engineers	IPC	International Plumbing Code

PART 1.0 – SCOPE OF REQUEST

1.1 PURPOSE OF REQUEST FOR APPLICATION (RFA)

Introduction

The Alamo Area Council of Governments (AACOG) is soliciting Applications from qualified contractors to provide energy conservation and accessibility renovation services within the applicable service area for the Amy Young, Homes for Texas Heroes, and Weatherization programs administered by the Alamo Area Council of Governments (AACOG). Work will be performed in single-family and multi-family units for the AACOG Weatherization Assistance Program (WAP) commencing May 1, 2025 and ending December 31, 2030 contingent upon AACOG approval, and funding availability. AACOG accepts applications for qualifications from firms to provide the following services:

- A. Provide low-income, eligible clients with energy-efficiency retrofit services
- B. Provide home accessibility modifications for people with disabilities.
- C. Provide home modifications and/or home repairs for Veterans.

1.2 BACKGROUND INFORMATION

1.2.1 Alamo Area Council of Governments (AACOG)

AACOG is a voluntary association of municipal and county governments, and special districts located in Bexar County and the surrounding thirteen counties. Established in 1967 under Chapter 391 of the Local Government Code of Texas, AACOG operates as a political subdivision of the state. It serves its members by facilitating planning, information dissemination, and coordination activities. AACOG covers the Alamo Area/State Planning Region 18, encompassing 13 counties and spanning 12,582 square miles. The counties within the planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson. Veteran Directed Care program covers a total of 21 counties that are covered by the South Texas Veterans Healthcare System (Audie L. Murphy Memorial Veterans Hospital and Kerrville VA Hospital), including those listed above and Bee, Blanco, Kinney, Hays, Real, Travis, Uvalde, and Val Verde counties.

- 1.2.2** It is AACOG’s policy to treat all persons, potential members, vendors, contractors, subcontractors, providers, suppliers, and others fairly, equitable, and non-discriminatorily. AACOG employees, as public servants, will execute their duties in a fair and legal manner, avoiding actual or perceived conflicts of interest.

1.2.3 Funding Sources

Funding for this RFA is from the United States Department of Energy (DOE) Weatherization Assistance Program (WAP), the Texas Department of Housing and Community Affairs (TDHCA) Low Income Home Energy Assistance Program (LIHEAP), Amy Young Barrier Removal (AYBR) Program, Texas Veteran’s Commission (TVC), and Texas Department of Health and Human Services (HHSC). AACOG expects to award multiple contracts for services in the AACOG region.

1.3 SCOPE OF WORK

1.3.1 Weatherization Assistance Program (WAP) Work Description

WAP work includes, but is not limited to the installation of attic, wall, and floor insulation; replacement and/or repair Heating, Venting, and Air Conditioning (HVAC) systems, including central systems and duct work; central and vented wall furnaces, removal of unvented space heaters; venting items to code; removal and replacement of window A/C unites; replacement of refrigerators; gas stoves and water heaters; replacement and/or repair of windows, doors or storm windows; installation of solar screens; weather-stripping, caulking, and other air infiltration reduction measures. Other items may include tub surround work, door adjustments, jamb-ups, minor roof repairs, sheetrock work, installation of gas and electrical lines, digital thermostats, smoke and carbon monoxide (CO) detector installation etc.

1.3.2 Amy Young Barrier Removal (AYBR) and Homes for Texas Heroes (H4TH) Bid Process

The Amy Young Barrier Removal (AYBR) program allows for home modifications that increase accessibility, eliminate life-threatening hazards and correct unsafe conditions for eligible homes. Modifications include, but are not limited to ramps, grab bars, door widening, and bathroom modifications. AACOG qualifies family and home eligibility. A third-party vendor and/or AACOG conducts energy audits. AACOG issues a Scope of Work (SOW) to the contractor and a Prebid meeting is held at the project site. Contractors are required to attend the Prebid meeting. The Contractor utilizes the SOW and Prebid meeting to create the bid Application and submit to AACOG. AACOG selects and awards the winning bid to the contractor. The AYBR and H4TH Programs General Work Specifications **EXHIBIT C**. The AYBR and H4TH Material Installation Standards web link is in Section 1.4.20, (42) (43) of this RFA.

1.3.3 WAP Bid Process

AACOG qualifies family and home eligibility. A third-party vendor and/or AACOG conducts energy audits. AACOG defines, creates, and assigns the work order to a contractor. Costs are determined by AACOG.

1.3.4 Work Assessment

AACOG will perform the majority of work associated with assessing homes to determine eligibility for WAP programs. See Exhibit D Assessment Pricing List. Occasionally, AACOG will use third-party contractors to assess home eligibility to expedite the process. Assessment includes blower door testing, duct testing, refrigerator metering, combustion appliance zone testing, plus mandatory camera photographs of walls and anomalies, recommended measures in conformity with LIHEAP Priority list, client questionnaire, floor plan with windows and door sizes, attic inspection, wall inspection, Combustion Appliance Zone (CAZ) zone test, appliance specifications sheet, blower door datasheet, American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) 62.2 2016 calculator, duct blower data sheet, refrigerator calculator, refrigerator replacement form, acknowledgement of burglar bar removal, window unit replacement calculator, acknowledgment of refusal of weatherization work measures (if applicable), notes to the auditor, Energy Conservation Education, Unified Weatherization Elements Notification, Mold-Like Substance Notification and Release Form, and Systematic Alien form.

1.3.5 All work must comply with all applicable policies, procedures, and regulations of federal, state, and AACOG documents attached and/or referenced in this RFA for the Amy Young,

Homes for Texas Heroes, and Weatherization programs managed by AACOG. Contractor understands and agrees that any work performed under this RFA is done pursuant to either a State or Federally funded program with detailed specifications and requirements that MUST be strictly adhered to and faithfully followed in all respects. Contractor must use only materials which meet or exceed the standards prescribed by referenced or attached documents to this RFA.

1.3.6 A "Notice to Proceed" shall be generated to the Contractor that has been awarded the project. The notice to proceed will contain a start date and an anticipated completion date (As dictated by the Program Manager and/or assigned representative in writing). The Notice to Proceed is the official written authorization indicating that a Contractor has been awarded the project. Contractor shall not begin any work until receiving AACOG's written Notice to Proceed.

1.3.7 Project Budget

Maximum anticipated funds, per AACOG approval, available per project:

- A. **WAP** funded customers – \$12,000.00 budget per project
- B. **AYBR** funded customers – \$20,000.00 budget per project
- C. **H4TXH** funded customers – \$20,000.00 budget per project

1.4 General Work Requirements:

The contractor must recognize the special needs and concerns of low-income, elderly and handicapped clients and must ensure that clients are at all times treated respectfully and professionally. The contractor's staff must conduct themselves in a professional manner at all times.

1.4.1 The contractor must be licensed, certified and prepared to adhere to Lead Safety Practices when performing work on older housing stock. Contractors should expect unannounced monitoring of records and work sites by AACOG staff as well as various agencies from the U.S. Government and the State of Texas. All work will be inspected by an AACOG Inspection Professional prior to invoicing.

1.4.2 Upon completion of a project, the contractor must remove all debris from the job site and dispose of it in a proper and responsible manner.

1.4.3 The contractor will take all precautions necessary to protect all existing trees, shrubbery, plants, sidewalks, buildings, vehicles, etc., in the work area.

1.4.4 The contractor is responsible for adhering to the Lead Safe Weatherization. Practices as outlined in the Lead Safe Weatherization Jobsite Handbook by Montana State University Extension Service.

1.4.5 The work must be completed in a timely and expeditious manner. The contractor is expected to provide monthly progress reports to AACOG indicating work schedule and work status. AACOG will provide the contractor with an energy audit or listing of all the work measures authorized to be performed by the contractor on the particular dwelling unit. The contractor (work crew supervisor) is responsible for advising AACOG of any recommended changes; however, no changes will be authorized or paid for by AACOG without AACOG's prior written approval. Failure of the contractor to perform the work in accordance with the energy audit or instructions provided by AACOG will be grounds for termination of the weatherization contract.

1.4.6 The contractor and its subcontractors are considered independent contractors and shall indemnify and hold harmless AACOG, AACOG Weatherization staff and weatherization clients from all claims arising out of work performed.

1.4.7 The contractor must furnish all labor and on-site supervision pursuant to completion of

weatherization activities within the identified AACOG service area.

- 1.4.8 Contractor must rebuild, repair, restore and make good at his/her own expense all injury and damage to same which may result from work being performed under this contract.
- 1.4.9 The contractor's field staff or assigned work crew must be proficient and trained in the proper installation of comprehensive weatherization measures and use and application of weatherization diagnostic equipment and tools. Contractor must complete **Tools and Equipment List Form (Exhibit B)**.
- 1.4.10 The weatherization work measures may include work requiring the professional expertise or skills of a licensed HVAC company, plumber or electrician. The contractor is responsible for ensuring that this be provided. If the contractor chooses to subcontract this type of work, prior written approval from AACOG is required. Subcontractors are subject to the same standards as the general contractor. Therefore, financial capacity, compliance applicable laws, rules and regulations, installation standards, etc., will be required of subcontractors as well. Contractor is responsible for the payment and management of any subcontractors they employ. AACOG will not be charged separately for any type of subcontractors cost or required equipment necessary to perform construction or tests.
- 1.4.11 Contractor is responsible for any job-related illness or injury to workers in their employment and/or weatherization clients and shall indemnify and hold harmless AACOG personnel and weatherization clients in the event an on-the-job illness or injury occurs.
- 1.4.12 **41 CFR Parts 60-1, 60-2, 60-3, 60-4, 60-20, and 60-50 outline the obligations of federal contractors and subcontractors related to equal employment opportunity.** These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment qualified protected veterans, qualified individuals with disabilities and all individuals without regard to race, color, religion, sex, or national origin.

1.4.13 MATERIAL REQUIREMENTS

AACOG will not be billed for materials transportation or delivery costs. Materials must be new and in good condition. AACOG will not be charged for items, which are damaged prior to or during installation, or wasted or unused (excess/leftover) materials.

- 1.4.13.1 All materials furnished by contractor must meet applicable U.S. Department of Energy (DOE) standards and must comply with the Texas Department of Housing & Community Affairs (TDHCA) materials standards set forth in the (SWS) Standard Work Specifications, and **(Appendix A)**. Materials must be new and in good condition. AACOG will pay only for those materials which meet applicable standards and which are acceptably and properly installed on eligible dwelling units.
- 1.4.13.2 Contractors are responsible for documenting standards for the installation of materials pursuant to the federal Weatherization Assistance Program. Documentation must be complete and legible and will include photographs of all ECM's installed, documenting serial numbers, model numbers, efficiency ratings and other specifications.

1.4.14 REQUIRED TESTING

The contractor is required to conduct blower door tests prior to, during, and after the work (air sealing) has been completed. The air exchange rate must satisfy the desired range as prescribed by AACOG. The contractor must also conduct a carbon monoxide test on all combustion appliances in each dwelling.

1.4.14.1 When ambient CO levels exceeding 9 ppm (parts per million) are detected the contractor will disregard all air-sealing requirements and notify AACOG prior to initiating weatherization activities. Should active knob-and-tube wiring be discovered during the pre-installation assessment, the contractor must immediately contact AACOG prior to the installation of any weatherization measures.

1.4.15 QUALITY REQUIREMENTS

The contractor must rebuild, repair, restore and make good at his/her own expense all injury and damage to same which may result from work being performed under this contract.

1.4.15.1 The contractor must own an acceptable refrigerant recovery unit and must dispose of any recaptured refrigerant as required by local code and/or state law.

1.4.16 INSPECTION and REPORT REQUIREMENTS

The contractor is responsible for correcting any work deficiencies identified by the AACOG Inspection Professional. Deficiencies may include quality of workmanship, size of HVAC systems, incomplete work, etc. Failure to take required corrective action within a reasonable time period (5-7 working days) may result in termination of the contract. The contractor is also responsible to guarantee his/her work. Therefore, any calls from clients regarding problems with installed materials, equipment or appliances are required to be under a one-year warranty by the contractor. Any problems of this nature will require the contractor to return to the dwelling unit for corrective action at no cost to AACOG or the client. Uncorrected penalties will be deducted from monthly pay applications.

1.4.16.1 Building Weatherization Report

The contractor will submit a Building Weatherization Report (BWR) only for those units fully completed and ready for AACOG's Final Inspection. Following passing the Final Inspection, the contractor will be contacted and directed to submit the invoice(s) to AACOG in a regular and timely manner for payment. The contractor must designate a financial/administrative point of contact for accounting purposes.

1.4.16.2 Amy Young and Homes for Texas Hero Program Penalties

The undersigned Contractor understands and agrees that time is of the essence in the performance of the work the Contractor has been engaged to perform. The contractor further agrees that a penalty of Forty Dollars (\$40.00) per day shall be held for each and every day the contracted work remains unfinished beyond the agreed-upon completion date for said work. Delays caused by rain or other inclement weather that prevent the performance of the contract, delays caused by circumstances beyond the control of the Contractor, such as shipping delays and material shortages, and/or instances of Force Majeure shall not be penalized. It is the Contractor's responsibility to document these delays and submit this documentation to the appointed Program representative. The contractor

agrees to guarantee all work for a minimum period of one year from the original completion date. The contractor shall, within (5) business days of notification, correct any valid discrepancies or exceptions identified either by AACOG or any of its funding sources or monitoring agencies, i.e., the U.S. Department of Energy (DOE), the U.S. Department of Housing & Urban Development (HUD), State Energy Conservation Office (SECO), TDHCA, the U.S. Environmental Protection Agency (EPA), the Texas Veterans Commission (TVC), the U.S. Department of Labor (DOL), etc. Uncorrected penalties will be deducted from monthly pay applications.

1.4.16.3 Weatherization Program Penalties

The contractor is responsible for correcting any work deficiencies identified by the AACOG Quality Control Inspector. Deficiencies may include quality of workmanship, size of HVAC systems, incomplete work, etc. Failure to take required corrective action within five (5) working days may result in termination of the contract. The contractor is also responsible for guaranteeing all work performed. Therefore, any calls from clients regarding problems with installed materials, equipment, or appliances are required to be under a one-year warranty by the Contractor. Any problems of this nature will require the contractor to return to the dwelling unit for corrective action at no cost to AACOG or the client. A one hundred dollar (\$100.00) first instance inspection fee shall be paid by the Contractor to AACOG to conduct an inspection of the corrective action. A two hundred fifty (\$250.00) re-inspection fee will be assessed should AACOG need to conduct a second inspection of the dwelling unit as a result of contractor deficiencies. Thereafter, a two hundred fifty (\$250.00) fee will be assessed to the contractor for each subsequent re-inspection that AACOG is required to conduct in order to obtain a passing Final Inspection. Uncorrected penalties will be deducted from monthly pay applications.

1.4.17 Build America Buy American (BABA)

For work performed under the WAP program, the Infrastructure Investment and Jobs Act (Public Law 117-58), also referred to as the Bipartisan Infrastructure Law (BIL), provides funding for the Department of Energy’s (DOE) Weatherization Assistance Program (WAP). BIL established a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022, known as Build America, Buy America (BABA). *BABA applies to BIL-DOE AND regular DOE formula grant contracts (EX: PY23).*

1.4.17.1 Only weatherization on public housing, or on privately owned buildings that serve a public function are required to comply with the BABA requirements.

1.4.17.2 Public housing” means currently owned by a public entity (government—county, city, state, etc.; PHA; HOME; USDA; etc.); it does NOT mean publicly supported (EX: tax credit). Tax records and single audit information can be used to confirm ownership.

1.4.17.3 Additional guidance received regarding “privately owned buildings that serve a public function”:

1.4.17.4 *Common multifamily complex situations:* privately owned; duplex or four-plex, or two- or three-story buildings with 5- 30 units per building; rent is covered

per individual unit by the individual households; no common space to be weatherized – *BABA does NOT apply.*

1.4.18 Davis-Bacon Act (DBA)

APPLICATION OF WAGE RATE REQUIREMENTS TO WEATHERIZATION ASSISTANCE PROGRAM

For work performed under the weatherization assistance program established under part A of title IV of the Energy Conservation and Production Act (42 U.S.C. 6861 et seq.) on a project assisted in whole or in part by funding made available under subsection (a), the requirements of section 41101 shall apply only to work performed on multifamily buildings with no fewer than 5 units. Accordingly, per part (b) above, any BIL-funded weatherization work on multifamily buildings with no fewer than 5 units will be required to pay wages to all laborers and mechanics engaged in the construction, alteration, or repair of those multifamily buildings (whether employed by a contractor or subcontractor) wages “at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor.” Current Wage Determinations are accessible at [Wage Determinations | SAM.gov](#)

1.4.19 SERVICE AREA

The Service Area, by funding, for this RFA includes Kerr, Gillespie, Comal, Bandera, Medina, Bexar, Wilson, Atascosa, Karnes, Wilson, Frio, McMullen, and Guadalupe counties.

1.4.19.1 Weatherization – not to include McMullen County

1.4.19.2 Amy Young – to include McMullen County

1.4.19.3 H4TXH –

1.4.20 AUTHORITY

- 1) 10 CFR Part 440 - DOE Weatherization Asst. for Low-Income Persons
- 2) 10 CFR Part 440 Appendix A – Standards for Weatherization Materials
https://www.law.cornell.edu/cfr/text/10/appendix-A_to_part_440
- 3) 10 CFR Part 600 – DOE Financial Assistance Rules
<https://www.law.cornell.edu/cfr/text/10/part-600>
- 4) 10 TGC Chapter 2306 – State and Local Economic Develop. Programs
<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2306.htm>
- 5) 18 USC 874 – Kickbacks from Public Works Employees
<https://www.law.cornell.edu/uscode/text/18/874>
- 6) 29 CFR Part 3 – USDL – Contractors & Subcontractors US Grants
<https://www.govinfo.gov/content/pkg/CFR-2013-title29-vol1/xml/CFR-2013-title29-vol1-part3.xml>
- 7) 33 USC 1368 Section 508 – Clean Water Act <https://www.epa.gov/laws-regulations/summary-clean-water-act>
- 8) 40 CFR Part 15- Environmental Protection Agency
<https://www.law.cornell.edu/cfr/text/40/chapter-I>
- 9) 41 CFR Part 60 – Obligations of Contractors and Subcontractors
<https://www.law.cornell.edu/cfr/text/41/part-60>
- 10) 42 USC 6861 Part A – Weatherization Asst. for Low-Income Persons
<https://www.law.cornell.edu/uscode/text/42/6861>
- 11) 42 USC 8621 – Home Energy Grants <https://www.law.cornell.edu/uscode/text/42/8621>
- 12) 42 USC 7401-7671 Section 306 – Clean Air Act

- <https://www.govinfo.gov/content/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap85.htm>
- 13) 45 CFR Part 96 – Block Grant <https://www.law.cornell.edu/cfr/text/45/part-96>
 - 14) Amy Young Material Installation Standards <https://www.tdhca.state.tx.us/community-affairs/wap/docs/WAP-MISM.pdf>
 - 15) Approved Weatherization Materials Not Listed in CFR Part 440
 - 16) Code Compliance Ord. to Jurisdiction of Contractor Perform WAP Work
 - 17) Contract Work Hours & Safety Act Sections 103 & 107
<https://www.law.cornell.edu/cfr/text/29/1926.11>
 - 18) DOE – National Renewable Energy Laboratory Standard Work Spec. <https://sws.nrel.gov>
 - 19) DOE Energy Code Climate Zones <https://basc.pnnl.gov/images/iecc-climate-zone-map>
 - 20) Executive Order 11738 – Clean Air Act & Fed Wt. Pollution Control. Act
<https://www.archives.gov/federal-register/codification/executive-order/11738.html>
 - 21) Federal System for Award Management Federal Disbarment List
<https://www.sam.gov/portal/SAM/#1>
 - 22) LIHEAP Priority List – Texas Dept. of Housing & Community Affairs
 - 23) TAC Title 10 Part 1, Chapters 2/5, Subchapters A/E/G – Comm. Develop.
 - 24) TAC Title 40 Part 1 Chapters 80-85 – Dept. of Aging & Disability Serv.
 - 25) TDHCA Texas Weatherization Field Guide
<https://www.tdhca.texas.gov/weatherization-assistance-program-wap-program-guidance>
 - 26) TGC Chapter 2254 – Professional and Consulting Services
<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2254.htm>
 - 27) TGC Chapter 2161 – Historically Underutilized Businesses
<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2161.htm>
 - 28) TGC Title 5 chapter 573 – Nepotism Prohibitions
<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.573.htm>
 - 29) TLGC Chapter 252 – Purchasing & Contracting Authority
<https://statutes.capitol.texas.gov/SOTWDocs/LG/htm/LG.252.htm>
 - 30) Texas LIHEAP State Plan
<https://www.tdhca.state.tx.us/community-affairs/ceap/docs/18-LIHEAP-State-Plan.pdf>
 - 31) Texas Residential Building Guide to Energy Code Compliance
https://eepartnership.org/wp-content/uploads/2016/02/Texas-2015-IECC_5-17-16.pdf
 - 32) Texas Residential Building Envelope Requirements
 - 33) Texas WAP State Plan
 - 34) UGMS - Texas Uniform Grant Management Standards
<https://comptroller.texas.gov/purchasing/docs/ugms.pdf>
 - 35) WAPTAC Refrigerator Guide
<https://nascsp.org/wap/wap-resources/best-practices/field-standards-and-guides/refrigerator-guide/>
 - 36) WAPTAC Water Heater Guide
<https://nascsp.org/wap/wap-resources/best-practices/field-standards-and-guides/water-heater-guide/>
 - 37) Lead Safe Weatherization Jobsite Handbook http://weatherization.org/p_links.html
Texas Veteran’s Commission <https://www.tvc.texas.gov/>
 - 38) Texas Office of Attorney General <https://www.texasattorneygeneral.gov/>
 - 39) Texas Accessibility Standards <http://www.tdlr.state.tx.us/ab/abtas.htm>

- 40) ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf>)
- 41) SWS Standard Work Specifications <https://sws.nrel.gov/>
- 42) AYBR Link [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F09%2F2025&recordId=219426](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F09%2F2025&recordId=219426)
- 43) H4TXH Link https://tvc.texas.gov/wp-content/uploads/2024/06/Appendix-2-to-Annex-B_2024-25-Housing-for-Texas-Heroes.pdf

1.5 CONTRACTOR REQUIREMENTS

- 1.5.1 The Contractor will be required to complete an AACOG Vendor.
- 1.5.2 The Contractor must ensure that clients are at all times treated respectfully and professionally. The Contractor’s staff must conduct themselves in a professional manner at all times.
- 1.5.3. Contractors must be licensed, certified and prepared to adhere to agency rules when performing work.
- 1.5.4 The work must be completed in a timely and expeditious manner. The Contractor is expected to provide bi-weekly progress reports to AACOG indicating work schedule and work status.
- 1.5.5 The Contractor and its subcontractors are considered independent Contractors and shall indemnify and hold harmless AACOG, AACOG staff and program clients from all claims arising out of work performed.
- 1.5.6 The Federal Privacy Act of 1974 and related State law and regulation regulate the proper disclosure of individually identifiable information and/or records. Contractors must take special precautions to protect confidential information from loss, authorized use, access, disclosure, modification and destruction.
- 1.5.7 The performance of this RFA and all work or obligations covered by and arising out of this RFA shall be at the risk of Contractor exclusively. To the fullest extent permitted by law, Contractor shall, with respect to all work or obligations covered by or arising out of the this RFA, or the performance thereof, indemnify, hold harmless and defend AACOG and each of its officers, partners, joint venture partners, representatives and/or employees from and against any and all allegations, losses, claims, actions, demands, damages, liabilities, or expenses (including costs, expenses and attorney’s fees), arising directly or indirectly from this RFA, or the performance thereof.

1.6 PROCUREMENT STANDARD

The services solicited under this RFA are initiated by a Funding Opportunity Announcement (FOA), consistent with the Competitive Method. It is the policy of AACOG to conduct procurement in a manner that provides for full and open competition. An award will be made only to an organization possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract.

PART 2.0 - SUBMISSION INFORMATION

2.1 RESPONSE DEADLINE

The Request for Application (RFA) will be posted on **May 20, 2025**. The Application deadline is **December 15, 2030 by 4:00 pm CST**. Official receipt of Application submitted will be by entry on an application receipt log. A receipt form will be issued upon request. Respondents who mail an Application will be sent a copy of the receipt form upon request.

Application may be hand-delivered prior to the stated deadline between 8:00 a.m. and 5:00 p.m. Monday through Friday or mailed to the following address:

AACOG
Procurement Department
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217
Attn: **RFA-25-190-WAP-Assistance Program**

Application submitted by mail, courier or overnight mail services will be received (Monday through Friday) at the above address. Faxed or e-mailed Application will not be accepted. Modifications or amendments to an application must comply with the requirements and response deadline. A respondent may withdraw an application at any time during the procurement process by submitting a written request to the AACOG Procurement Department at the above address.

2.2 PROCUREMENT SCHEDULE

All time noted on the Procurement Schedule (Page 1) is Central Standard Time. Dates posted are subject to change.

2.3 TECHNICAL ASSISTANCE

- 2.3.1** AACOG will accept questions submitted via electronic mail.
- 2.3.2** An Addendum to the RFA, to include all questions received, will be delivered to all interested parties and included in archived document at the Electronic State Business Daily website.
- 2.3.3** No other representative of AACOG is allowed to accept or respond to questions related to this solicitation other than:

Debbie Ugarte
Contracts and Procurement Director
Alamo Area Council of Governments
Procurement Department
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217
dugarte@aacog.gov

AACOG RFA Secondary Point of Contact:

Isaac Jones III
Senior Procurement Analyst
Procurement Department
2700 NE Loop 410, Suite 101
San Antonio, TX 78217 O: 210-362-5302
Email: ijones@aacog.gov

- 2.3.4** During the period between the date AACOG issues this RFA and the date of the selection of the Contractors by AACOG, if any, Respondents shall restrict all contact with AACOG and direct all questions regarding this RFA, including questions regarding terms and conditions, only to

the individual identified above in Section “Inquiries and/or Discrepancies” in the specified manner. Do not contact members of the Board of Directors, other employees of AACOG or any of AACOG’s agents or administrators. Contact with any of these prohibited individuals after issuance of this RFA and before selection is made, may result in disqualification of the Respondent. The communications prohibition shall terminate when the contract is executed by the Contractor and AACOG.

2.3.5 Prohibited communications include direct contact, discussion, or promotion of any Respondent’s Application with any member of AACOG’s Board of Directors or employees except for communications with AACOG’s designated representative as set forth in this RFA and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, assure that decisions are made in public, and to protect the integrity of the RFA process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, Requests for Application, requests for qualifications, or other solicitation are prohibited:

2.3.5.1 Communications between a potential Contractor, service provider, bidder, respondent, lobbyist or consultant and any member of AACOG’s Board of Directors.

2.3.5.2 Communications between any director and any member of a selection or evaluation committee.

2.3.5.3 Communications between any director and administrator or employee.

2.3.6 The communications prohibition shall not apply to the following:

2.3.6.1 Communications with AACOG’s purchasing agent specifically named and authorized to conduct and receive such communications under this RFA or upon the request of AACOG, with AACOG’s general counsel.

2.3.6.2 Presentations made to the Board of Directors during any duly noticed public meeting.

2.3.6.3 Nothing contained herein shall prohibit any person or entity from publicly addressing AACOG’s Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFA or in connection with a presentation requested by AACOG’s representatives.

2.4 AVAILABILITY OF REQUEST FOR APPLICATION

The RFA will be posted as noted on Page 1, RFA Links, or at the request of the proposer, by contacting procurement staff at the above fax or e-mail beginning May 20, 2025. The RFA is also available at the above address from 8:00 a.m. – 5:00 p.m., Monday through Friday (except for holidays). Any interested party receives this RFA by means other than directly from AACOG is responsible for notifying AACOG that it has received an RFA package so that when an addendum to this RFA is issued the information can be provided to all interested parties.

2.5 PROPRIETARY INFORMATION AND THE PUBLIC INFORMATION ACT

2.5.1 Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure, the Respondent must specify page-by-page and line-by-line the

parts of the response, which it believes, are exempt. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

- 2.5.2** The determination of whether information is confidential and not subject to disclosure is the duty of the Texas Office of Attorney General (OAG). AACOG must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Respondent are not acceptable. AACOG must comply with the opinions of the OAG. AACOG assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of the award, these documents will be available for public inspection.

PART 3.0—GENERAL INFORMATION & ADMINISTRATIVE REQUIREMENTS

3.1 ELIGIBLE PROVIDERS

- 3.1.1** AACOG expects to receive Applications from multiple established and knowledgeable entities with demonstrable expertise in the tasks identified in the RFA. The proposers selected for contract award will be placed on a list of approved AACOG contractors and will be responsible for tasks outlined in the SOW.
- 3.1.1.1** Contractor Eligibility and Participation Requirements
- 3.1.1.2** Historically Underutilized Businesses (HUBs) Participation
- 3.1.1.2.1** It is the policy of AACOG to encourage the participation of small and Historically Underutilized Businesses (HUBs), as defined under Texas Government Code, Chapter 2161, in contracting opportunities. AACOG has established a goal of awarding at least ten percent (10%) of the total annual contract value to HUBs. Contractors are strongly encouraged to subcontract with or otherwise engage HUBs in the delivery of services under this RFA, where feasible.
- 3.1.1.3** To be eligible for consideration under this RFA, Applicants must meet the following minimum qualifications:
- 3.1.1.3.1** The Contractor must be licensed to do business in the State of Texas.
- 3.1.1.3.2** The Contractor must demonstrate a minimum of three (3) years of documented experience in the implementation of Energy Conservation Measures (ECMs).
- 3.1.1.3.3** The Contractor must possess Lead Safety Certification for both the applicant entity and all staff who will be assigned to perform services under this contract.
- 3.1.1.3.4** The Contractor must own and/or maintain all tools and equipment listed in Exhibit B – Tools and Equipment List, which is attached to and made a part of this RFA.
- 3.1.1.3.5** Contractor shall carry adequate comprehensive general liability insurance coverage, Pollution Occurrence Liability Insurance, and motor vehicle coverage for personal injury and for property damage for

purposes of protection against the hazards arising out of or in connection with carrying out any activities under this contract.

- 3.1.2** AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that to the best of its knowledge and belief that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
- 3.1.3** Respondents must possess the knowledge, experience and expertise, professional judgment and capacity within their organization to perform the services and activities requested under this RFA and meet high standards for public service and fiduciary responsibility.

3.2 CONTRACT INFORMATION

- 3.2.1** TYPE OF APPLICATION: This Request for Application will result in an indefinite delivery / indefinite quantity (IDIQ), fixed price contract, determined by demand and based on the Weatherization Standard Price list. There will be no guarantee of work assigned or awarded.
- 3.2.2** CONTRACT PERIOD: It is anticipated that the initial contract period will be for three (3) years, with an option for two (2) or one (1) year extensions, mutually approved annually by the vendor and AACOG Board of Directors. The maximum number of consecutive years that a contractor may provide services will be five (5) years.
- 3.2.3** AACOG reserves the right to terminate a contract at any time based on Contractor performance or noncompliance.
- 3.2.4** ADDITIONAL FUNDING: AACOG reserves the right to expand the contract to include additional tasks in the Application response that AACOG deems beneficial to the area.
- 3.2.5** REASSIGNMENT: In the event a Contractor fails to perform as required, AACOG reserves the right to terminate the contract early and assign the contract in whole or in part to a comparably ranked proposer/Application obtained through this procurement, subject to successful contract negotiations.
- 3.2.6** Within 30 days written notice by either party if Contractor shall be required to satisfactorily complete all projects in progress at the time notice is given.
- 3.2.7** In the event of a breach of the terms of this RFA by either party hereto that is not remedied within five (5) working days after delivery of written notice of such breach, the non-breaching party may terminate this RFA by providing ten (10) Days written notice to the other party of their intent to terminate the contract.

3.3 GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may cause an application to be disqualified and rejected from consideration:

- 3.3.1** The Application, if accepted, will become the basis for the contract scope of work.
- 3.3.2** Respondents must submit a comprehensive Application for all services solicited. Any Application that is not comprehensive will be deemed non-responsive.

- 3.3.3** The only purpose of this RFA is to ensure uniform information in the solicitation of Application for the procurement of identified services. This RFA is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- 3.3.4** AACOG reserves the right to accept or reject any or all Application received, to cancel or reissue this RFA in part, or its entirety.
- 3.3.5** AACOG reserves the right to award a contract(s) for any services solicited in this RFA in any quantity AACOG determines is in its best interests.
- 3.3.6** AACOG reserves the right to extend, shorten, increase, or decrease any contract awarded as a result of this RFA.
- 3.3.7** AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFA.
- 3.3.8** AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFA to all interested parties having requested or received a copy of this RFA.
- 3.3.9** AACOG reserves the right to negotiate the final terms of all contracts or agreements with selected Respondents and any such terms negotiated as a result of this RFA may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- 3.3.10** AACOG reserves the right to contact any individual, agency, employer, or granting agencies listed in an application, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from all respondents.
- 3.3.11** AACOG reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks of any entity selected for funding under this RFA. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the proposer's ability to perform as stated in the RFA response may result in the cancellation of any contract or agreement awarded.
- 3.3.12** AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFA if adequate funding is not received by AACOG from funding sources or due to legislative changes.
- 3.3.13** Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, Application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- 3.3.14** Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, Application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- 3.3.15** No officer, board member, employee, Application evaluator, or agent of AACOG shall participate in the selection, award, or administration of a contract if a conflict of interest, or potential conflict, is involved.
- 3.3.16** Respondents shall not engage in any activity that will restrict or eliminate

competition. Violation of this provision will cause a respondent's Application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.

- 3.3.17 The contents of a successful Application will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to the successful proposer as a basis for release from proposed services at the stated price/cost. Any damages assessed by AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- 3.3.18 A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved.
- 3.3.19 AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.
- 3.3.20 The contractor shall retain all records for a minimum period of seven (7) years after AACOG makes final payment and all other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements.
- 3.3.21 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY: Contractor provides its assurance that it will comply with all requirements of applicable Federal and State laws that no person providing or receiving services under this contract will be excluded from participation, or be otherwise subjected to discrimination because of race, color, religion, gender, sexual orientation, national origin, age, disability or political affiliation or belief.

3.4 ADMINISTRATIVE REQUIREMENT AND LIMITATIONS. Contractor will be required to procure all insurance required by this RFA and to list AACOG as an additional insured on each policy prior to the commencement of any work pursuant to a contract executed as a result of this RFA when applicable (or if funding becomes available). Liability coverage and deductibles must be acceptable to AACOG.

- 3.4.1 INSURANCE REQUIREMENTS - CONTRACTOR will be required to provide proof of general liability and casualty insurance coverage prior to contract execution:
 - 3.4.1.1 Performance bonding: \$10,000
 - 3.4.1.2 Pollution Occurrence Insurance: \$500,000 per occurrence
 - 3.4.1.3 General Liability: \$100,000
 - 3.4.1.4 Personal Injury: \$100,000
 - 3.4.1.5 Property damage: \$100,000
 - 3.4.1.6 Automobile Liability: \$500,000 per occurrence
- 3.4.2 Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide required services and to meet the financial accountability requirements of federal grants when applicable (or if funding becomes available).
- 3.4.3 Contractors must provide reports upon demand as may be requested or required by AACOG.
- 3.4.4 Private for-profit corporations submitting an application must include a statement signed by an authorized representative of the corporation authorizing submission of an application.
- 3.4.5 AACOG shall require the Contractor to remove any employee or staff member from

the contract who is alleged (accused, arrested, or charged) to have committed a disqualifying offense after the background check performed. The contractor is required to immediately notify AACOG when it becomes aware of the alleged offense to determine if it disqualifies the employee or staff member from continuing to work under the contract.

- 3.4.6** Respondents must possess the knowledge, experience and expertise, professional judgment and capacity within their organization to perform these services and activities requested under this RFA.

PART 4.0 – PROPOSAL REVIEW AND SELECTION PROCESS

4.1 EVALUATION PROCESS: The evaluation process will consist of:

- 4.1.1** An initial review of responsiveness and eligibility with the criteria specified in the RFP by AACOG personnel.
- 4.1.2** All compliant applications will be evaluated and scored by an independent team of reviewers. The proposer's qualifications will be evaluated on specific criteria outlined in Section 4.2 by reviewers using a standardized scoring matrix.

4.2 EVALUATION CRITERIA:

- 4.2.1** The Contractor must be licensed to do business in the State of Texas.
- 4.2.2** The Contractor must demonstrate a minimum of three (3) years of documented experience in the implementation of Energy Conservation Measures (ECMs).
- 4.2.3** The Contractor must possess Lead Safety Certification for both the applicant agency and all staff who will be assigned to perform services under this contract.
- 4.2.4** The Contractor must own and/or maintain all tools and equipment listed in Exhibit B – Tools and Equipment List, which is attached to and made a part of this RFA.
- 4.2.5** Contractor shall carry adequate insurance identified in Section 3.4.1, comprehensive general liability insurance coverage, Pollution Occurrence Liability Insurance and motor vehicle coverage for personal injury and for property damage for purposes of protection against the hazards arising out of or in connection with carrying out any activities under this contract.
- 4.2.6** The contractor's field staff or assigned work crew must be proficient and trained in the proper installation of comprehensive weatherization measures and use and application of weatherization diagnostic equipment and tools. Contractor must complete **Tools and Equipment List Form (Exhibit B)**.
- 4.2.7** The weatherization work measures may include work requiring the professional expertise or skills of a licensed HVAC company, plumber or electrician. The contractor is responsible for ensuring that this be provided. If the contractor chooses to subcontract this type of work, prior written approval from AACOG is required. Subcontractors are subject to the same standards as the general contractor. Therefore, financial capacity, compliance applicable laws, rules and regulations, installation standards, etc., will be required of subcontractors as well. Contractor is responsible for the payment and management of any subcontractors they employ. AACOG will not be charged separately for any type of subcontractors cost or required equipment necessary to perform construction or tests.

4.2.8 Applications will be determined:

4.2.8.1 Acceptable for contract

4.2.8.2 Questionable

4.2.8.3 Deficient

4.2.8.4 Proposals determined to be deficient will be notified of deficiencies and allowed to reapply upon correction of deficiency.

4.3 APPLICATION NARRATIVE

4.3.1 Organizational Capacity

4.3.1.1 State the full name and address of your organization and identify parent company if you are a subsidiary.

4.3.1.2 Specify the branch office or other subordinate element which will perform, or assist in performing under this contract.

4.3.1.3 Indicate whether you operate as a partnership, corporation, or individual proprietor.

4.3.1.4 Include the State in which incorporated or licensed to operate

4.3.1.5 Does the company perform a criminal background check of employees prior to employment?

4.3.1.6 Does the company maintain verification of employee's eligibility to work in the United States?

4.3.1.7 Identify your Lead Safety Certification staff

4.3.1.8 Identify names and qualifications of all professional personnel who will be assigned to this project

4.3.1.6.1 Identify only staff with relevant credentials

4.3.1.9 State the primary work task assigned to each person and the percentage of time each person will devote to this work.

4.3.1.10 Identify key personnel by name and title, to include Lead Safety Certification staff

4.3.1.11 Provide resumes of key personnel

4.3.1.12 Identify the years of experience of firm and staff

4.3.1 Demonstrated Performance

4.3.2.1 Describe relevant corporate experience and individual experience of personnel who will be actively engaged in the project.

4.3.2.2 Provide at least three references. Do not include corporate experience unless key personnel assigned to this project actively participated.

4.3.2.3 Do not include experience prior to 2020.

4.3.2.4 Supply the project title, year, and point of contact, title, present address, and phone number of principal business for whom prior projects were accomplished

4.3.2.5 Summarize the scope of work for each reference and detail the complexity of the work performed

4.3.2.6 Identify any potential subcontractors that will be employed under this contract

4.3.3 Equipment / Tools

4.3.3.1 Does your company own all of the tools identified in Exhibit B?

4.3.3.2 If your company does not own a tool, can you obtain / purchase the item(s)

- 4.3.3.3 within 30-days of contract execution
- 4.3.3.3 Describe your knowledge and experience in the use of the equipment / tools in previous work assignments.
- 4.3.3.4 Describe the ongoing training of staff in the use of the equipment, and their continued certification

4.3.4 Financial Stability

- 4.3.4.1 Has the company filed for bankruptcy within the past seven (7) years.
- 4.3.4.2 Does your company budget allow for payment to be received at the completion of work, or not more than 90 days from commencement of the assigned task?
- 4.3.4.3 Does your company budget allow for not more than a single payment in a 30-day period?
- 4.3.4.4 Does your management system provide for the preparation of accurate & timely billing?
- 4.3.4.5 Does your company accept the standard pricing outlined in Exhibit A?

4.4 PROCUREMENT DISPUTE RESOLUTION

Appeal and Debriefing Process

4.4.1. Appeal Process

Proposers not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within **ten calendar days** of receipt of AACOG notification of final action. Appeals shall be directed to:

Contract and Procurement Director
 Alamo Area Council of Governments
 Procurement Department
 2700 NE Interstate 410 Loop, Suite 101
 San Antonio, TX 78217

- 4.4.1.1 The appeal must indicate the AACOG action appealed and the violation, which forms the basis for the appeal, and shall be signed by the Proposers organization’s authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellate for not filing within the published deadlines. Hearings are at the discretion of AACOG and shall be conducted in accordance with existing AACOG procedures.
- 4.4.1.2 Proposers must provide a detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested.
- 4.4.1.3 Proposers may NOT appeal the scoring and ranking of Proposals, unless substantiated by material or relevant facts.
- 4.4.1.4 Proposers may NOT appeal solely on the belief that their Proposal is superior to the one selected for award.
- 4.4.1.5 Proposers understand that review and action shall be considered final, with no further formalities considered.

4.4.2 Debriefing Process

Proposers not selected by this procurement process, and have elected not to file an

appeal, may submit within 10 days of the receipt of AACOG notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their Proposal or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the Proposal evaluation system, and help unsuccessful bidders understand why they were not selected.

PART 5.0 – APPLICATION RESPONSE REQUIREMENTS

5.1 APPLICATION FORMAT AND NUMBER OF APPLICATION

5.1.1 NUMBER OF COPIES

Respondents must submit one (1) unbound complete original, to include all executed certifications and authorized signatures plus three (3) exact copies of the Application. Finally, one (1) electronic copy sent to the procurement@aacog.gov and ijones@aacog.gov with the email subject line to include RFA Submission: RFA-25-190-WAP-Assistance. Copies may be submitted in a 9 x 12 paper folder or envelope, clipped or stapled in the upper left-hand corner. Any submission lacking the required number of Application maybe ruled non-responsive and may not be considered under this procurement. Any differences between the original and the copies are the liability of the respondent.

5.2 APPLICATION FORMAT

- 5.2.1** Application must be typed, single-spaced, and submitted on 8 ½ x 11-inch plain white paper.
- 5.2.2** Please do not use less than a 10-point font.
- 5.2.3** Each page of the Application, except for the coversheet, must be sequentially numbered, including attachments.
- 5.2.4** Application must contain all required elements in the order prescribed.
- 5.2.5** Application that does not conform to this requirement may be considered non-responsive and excluded from consideration under this procurement.

5.3 APPLICATION VALIDITY PERIOD

Each Application will remain valid for AACOG’s acceptance for a minimum of thirty (30) days after the submittal deadline, to allow for evaluation, selection and Board action.

5.4 PAGE LIMITATION

Respondents are asked to keep responses brief, concise and to the point, with maximum 3-page limit for the Executive Summary and Application Narrative.

5.5 ORDER OF APPLICATION CONTENTS

Application must follow the format below. All items must be clearly labeled and in the exact order shown below. Compile the Application in the following order:

- 5.5.1** Application Title Page- **This must be the very first page of the application.**
- 5.5.2** Table of Contents

- 5.5.3 Executive Summary (maximum 1-page limit)
- 5.5.4 Application Narrative (please refer to criteria in section 6.4 for order of the narrative; maximum 5-page limit not including attachments)
- 5.5.5 Certification Sheet
- 5.5.6 Acknowledgement Form
- 5.5.7 Conflict of Interest Questionnaire
- 5.5.8 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- 5.5.9 Non-Discrimination Certification
- 5.5.10 Certification Regarding Lobbying
- 5.5.11 Request to be added to AACOG Bidder's/Contractor List

PART 6.0 – APPLICATION RESPONSE FORMS

- 6.1 **PROGRAM SELCTION (Attachment A)**
In response to the RFA, Respondents must identify each program of interest.
- 6.2 **APPLICATION TITLE PAGE (Attachment B)**
Each Application must be accompanied by a complete Application title page. Respondents must designate a contact person responsible for all communications concerning the Application and notification of award. Respondents must also designate a person with documented signatory authority and for contract negotiations.
- 6.3 **Application Narrative**
Response to Section 4.3
- 6.4 **Certification Sheet (Attachment C)**
Each Application must have a Table of Contents that lists each item of the Application, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.
- 6.5 **ACKNOWLEDGEMENT FORM (Attachment D)** (complete and sign form)
- 6.6 **CONFLICT OF INTEREST QUESTIONNAIRE (Attachment E)** (complete and sign form). If a conflict exists. You may review the Agency's current Board of Directors at <http://www.aacog.com/AboutAACOG/Board/default.asp>
- 6.6 **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS (Attachment F)** (complete and sign form)
- 6.7 **NON-DISCRIMINATION CERTIFICATION (Attachment G)** (complete and sign form)
- 6.8 **CERTIFICATION for CONTRACTS, GRANTS, LOAS AND COOPERATIVE AGREEMENTS (Attachment H)** (complete and signform)

- 6.9 REQUEST TO BE ADDED TO BIDDER'S/CONTRACTOR'S LIST (Attachment I)**
- 6.10 DBE/MINORITY/SMALL BUSINESS CERTIFICATION DISCLOSURES (Attachment J)**

ATTACHMENT A

Program Selection

As part of the application submission, respondents must clearly identify each program for which they are seeking funding under this RFA. Please indicate all applicable programs by checking the corresponding boxes below:

Programs Applying For (Select all that apply):

- Program A: Amy Young Barrier Removal (AYBR)**
- Program B: Department of Energy Weatherization Assistance Program (DOE WAP)**
- Program C: Department of Energy Weatherization Assistance Program (DOE WAP) Construction**
- Program D: Housing for Texas Heros (H4TXH)**

Failure to select applicable programs may result in disqualification or incomplete application review.

ATTACHMENT B

APPLICATION TITLE PAGE

Legal Name of Proposing Entity	
Name of Owner/Director of Entity	
Title	
Mailing Address	
Physical Address (If different than mailing)	
Telephone Number	
Fax Number	
E-mail Address	
Contract Signatory Authority & Title	
Federal Tax ID Number	
Historically Under-Utilized Business? If “yes”, attach copy of current certification.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legal/Tax Status of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) _____

ATTACHMENT C

CERTIFICATION SHEET

All specifications and terms and conditions of the RFA have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Company Name:			
Mailing Address:			
City:	State	Zip Code	
Phone:	Fax:		
Web Site:			
Email:			
Name of Representative authorized to sign for bidder:			
(Print name)		(Signature)	

(a) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" is defined as the state in which the principal place of business is located.
YES NO

(b) What is that amount or percentage?

I certify that the above information is correct:

Name:
Position:
Signature:
Date:

ATTACHMENT D

ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFA document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

The Proposer affirms that, to the best of his knowledge, the response has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFA.

The Proposer affirms that he/she has not participated in an act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.

Company Name:
President/Designee:
Position:
Signature:
Date:

ATTACHMENT E

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY	
	Date Received	
<p>1. Name of person who has a business relationship with local governmental entity.</p>		
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. Name of local government office with whom filer has employment or business relationship.</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government office named in this section.</p>		
<p>4.</p>		
<p>_____ Signature of person doing business with governmental entity</p>		<p>_____ Date</p>

ATTACHMENT F

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION	Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:

READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Executive Director, 2700 NE Loop 410, Suite 101, San Antonio, Texas, 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “Application”, and “voluntarily excluded”, as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this Application or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.
Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement? Yes
 No
6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants,” without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

ATTACHMENT F

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

Check the statement that applies to the potential vendor/grantee:

1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
 - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
 - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph.
(b) of this certification; and
 - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
--------------------------------------	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date: _____

ATTACHMENT G

NON-DISCRIMINATION CERTIFICATION

The Contractor has agreed to comply with:

1. Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin.
2. The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.
3. The Age Discrimination in Employment Act of 1967 (ANDEA), which protects individuals who are 40 years of age or older.
4. Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.
5. Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government.
6. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employment discrimination based on genetic information about an applicant, employee, or former employee; and
7. The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date: _____

ATTACHMENT H

CERTIFICATION for CONTRACTS, GRANTS, LOAS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts undergrants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure. \$10,000 and not more than \$100,000 for each such Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. Submission of this statement is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____

Title _____

Organization _____

ATTACHMENT I

REQUEST TO BE ANDDDED TO BIDDER/ VENDOR LIST

AACOG requires all vendors interested in conducting business with the agency to complete a“Request to be added to Bidder/Vendor List” packet prior to being eligible to receive opportunities to bid for agency projects.

AACOG is an equal opportunity agency within the meaning and spirt of the law and does not discriminate on the basis of race, age, color, sex (including sexual orientation and genderidentity), disability, national origin, or religion. All contractor’s and vendors are required to comply with AACOG’s EEO policies and/or provide adequate verification upon request thatthey comply with applicable EEO laws.

By submitting a completed vendor packet to AACOG, you agree to comply with the aboveterms and conditions and all other applicable federal, state, and local laws and regulations.

RETURN THIS FORM TO:

Alamo Area Council of Governments
2700 NE Loop 410, Suite 101
San Antonio, TX 78217
ATTN: Procurement Department
Phone: (210)362-5200
Email: procurement@aacog.gov

I, _____, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

Company Name:
Mailing Address:
City/ State/ ZIP code:
Telephone Number:
Website Address:
Email Address:
Representative:

Please list the type of products/ services you provide and attach ay catalogs/ brochures/ samples.

Use this list below to describe your products/ services *required*:

- | | |
|---|--|
| <input type="checkbox"/> Office Supplies | <input type="checkbox"/> General Contractor |
| <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Weatherization Contractor |
| <input type="checkbox"/> Copier Paper/ Specialty Paper | <input type="checkbox"/> Aging Contractor |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Psychological Services |
| <input type="checkbox"/> Computer Supplies | <input type="checkbox"/> Outreach Items |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Printing Services |
| <input type="checkbox"/> Copier Machines (and supplies) | <input type="checkbox"/> Security Detail |
| <input type="checkbox"/> Audio/ Visual Duplication | <input type="checkbox"/> Criminal Justice Supplies |
| <input type="checkbox"/> Audio/ Visual Equipment | <input type="checkbox"/> Consultant (_____) |
| <input type="checkbox"/> Data & Phone Cabling | <input type="checkbox"/> Vehicle Repair |
| <input type="checkbox"/> Other: | |

Please assist us by completing the following:

Type of Request:

1. Type of Request: New Vendor Change of Address Updated Information

2. Ownership:

- | | | |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Governmental Agency | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Other |

3. Tax Identification Number: _____

Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

DUNS Number, if applicable: _____

4. Have you done business with AACOG in the past?

Yes No

5. Is your business currently certified with the Stat of Texas Centralized Master Bidder's List?
<https://comptroller.texas.gov/purchasing/vendor/cmb/>

Yes No

**Please return confirmation of your CMBL certification with this vendor Application **

6. Is your business currently certified as a HUB with the State of Texas?
<https://comptroller.texas.gov/purchasing/vendor/hub/>

Yes No N/A

7. Is your business currently certified as a HUB outside the State of Texas?

Yes No If yes, what State? _____

8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), ethnicity, and gender status, if applicable:

Asia Pacific American (AS) Hispanic American (HI) American Woman (WO)

Black American (BL) Native American (AI) Male (M)/ Female (F): ____

9. If applicable, please note if your Texas- based Small, Minority, and/or Women- Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below*:

- City of Austin
- City of Houston
- Dallas/ Fort Worth Minority Supplier Development Council
- El Paso Hispanic Chamber of Commerce
- South Central Texas Regional Certification agency (SCTRCA)
- Southwest Minority Supplier Development Council
- Texas Department of Transportation (TXDOT)
- Women's Business Council- Southwest
- Women's Business Enterprise Alliance

Please return confirmation of this certification with this vendor Application.

*If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at (888)863-5881 for further information.

10. Is your principal place of business in the State of Texas?

Yes No

11. Is your organization delinquent on State of Texas Franchisee taxes?

Yes No

12. Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?

Yes No

If YES, list AACOG employee or Board member's name and relationship:

Name: Relationship:

13. Are you or anyone in your organization a former Workforce Solutions- Alamo employee and/ or board member?

Yes No

ACCOUNTS PAYABLE DIRECT DEPOSIT (ACH) FORM

Vendor Name: Address:	<input type="text"/>
Phone: E-Mail Address:	<input type="text"/>
Financial Institution:	<input type="text"/>
Bank Point of Contact Title and Phone Number	<input type="text"/>
Bank Account Number:	<input type="text"/>
Routing Number:	<input type="text"/>

**Please attach a voided check from this account.
Must provide all numbers required for ACH
deposit.**

PLEASE NOTE THE FOLLOWING

- Only one bank account may be used per Vendor
- Please contact the Accounting Department at (210) 362-5200 with any questions.
- Please allow 10 business days for vendor and banking verification.

I hereby authorize Alamo Area of Governments to initiate credit entries and, if necessary, debit entries, and adjustments for any credits entries in error to our account as shown above with the listed financial institution, and credit and/ or debit the same to the accounted indicated above. I certify that the depository information listed above is accurate.

Signature:	<input type="text"/>
Print Name and Date:	<input type="text"/>

(Control + Click to fill out digitally)

<p>Form W-9 (File: December 2014) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																								
<p>Print or type See Specific Instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this form; do not leave this line blank.</p>																									
	<p>2 Business name/disregarded entity name, if different from above.</p>																									
	<p>3 Check appropriate box for federal tax classification; check only one of the following exact boxes:</p> <p> <input type="checkbox"/> Individual sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) # _____ <small>Note. For a single-member LLC that is disregarded, or an S-corp/LLC, check the appropriate box in this line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) # _____ </p>																									
	<p>4 Exemptions (these apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting (state if any) _____ <small>(Please do not check this box for U.S.)</small></p>																									
<p>5 Address (number, street, and apt. or suite no.) _____</p>		<p>Requester's name and address (optional)</p>																								
<p>6 City, state, and ZIP code _____</p>																										
<p>7 Last account number(s) (see optional)</p>																										
<p>Part I Taxpayer Identification Number (TIN)</p>																										
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN), if you do not have a number, see <i>How to get a TIN</i> on page 3.</p>																										
		<p>Social security number</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"></td> <td style="width:10%;"></td> </tr> </table> <p>OR</p> <p>Employer identification number</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"></td> <td style="width:10%;"></td> </tr> </table>																								
<p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																										
<p>Part II Certification</p>																										
<p>Under penalties of perjury, I certify that:</p>																										
<p>1. This number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</p>																										
<p>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</p>																										
<p>3. I am a U.S. citizen or other U.S. person (defined below); and</p>																										
<p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p>																										
<p>Certification instructions. You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																										
<p>Sign Here</p>	<p>Signature of U.S. person _____</p>	<p>Date _____</p>																								
<p>General Instructions</p>																										
<p>(Section reference and to the Internal Revenue Code unless otherwise noted.)</p>																										
<p>Future developments. Information about developments affecting Form W-9 (such as legislation enacted after its release) is at www.irs.gov/ifo.</p>																										
<p>Purpose of Form</p>																										
<p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p>																										
<ul style="list-style-type: none"> + Form 1099-MTG (mortgage interest or paid) + Form 1099-DIV (dividends, including those from stocks or mutual funds) + Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) + Form 1099-C (cancellation of mortgage debt and certain other transactions by lenders) + Form 1099-S (proceeds from real estate transactions) + Form 1099-A (mortgage debt and third party network transactions) 																										
<ul style="list-style-type: none"> + Form 1099 (home mortgage interest, 1099-E (retailer card interest), 1099-T (tuition)) + Form 1099-C (canceled debt) + Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. (See <i>What is backup withholding?</i> on page 2.)</p> <p>By signing this filed-out form, you:</p> <ol style="list-style-type: none"> 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued); 2. Certify that you are not subject to backup withholding; or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, you are eligible (even if any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign payments) from effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. (See <i>What is FATCA reporting?</i> on page 2 for further information.) 																										
<p>Cat. No. 1022118 Form W-9 (page 12-2014)</p>																										

(Control + Click to fill out digitally; clear ay pre-filled boxes)



SAVE A COPY CLEAR SIDE

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
-----------	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

Attachment J

DBE/MINORITY/SMALL BUSINESS CERTIFICATION DISCLOSURES

Alamo Area Council of Governments (AACOG) is committed to the healthy and responsible growth of our Disadvantaged, Small & Minority Business Enterprises in and around the Alamo City. These service providers are a major driving force for the Alamo, South and Central Texas Region economy. We are unified in our requirement to identify and in utilizing these Agency approved organizations.

For more information regarding DBE certification, please visit DBE link provided:

<https://sctrcandotorg.wordpress.com/small-minority-woma-and-vetera-owned-business-enterprise/>

We also would like to provide information regarding a partner Agency within the Alamo Area that can certify your organization in and around the South Central Texas Region (SCTRCA). Please visit their SCTRCA link provided regarding certification:

<https://sctrcandotorg.wordpress.com/small-minority-woma-and-vetera-owned-business-enterprise/>

For AACOG's certification disclosure within our federal guidelines, please identify any of the applicable certifications your organization falls under, and provide us with a copy of your certificate:

African American Business Enterprise (AABE) Certification- Complete Certification Application

A business structure owned, operated, managed, and controlled by an African American minority group member(s) who has at least 51% ownership.

Asian American Business Enterprise (ABE) Certification- Complete Certification Application

A business structure owned, operated, managed, and controlled by an Asian American minority group member(s) who has at least 51% ownership.

Disabled Individual Business Enterprise (DIBE) Certification- Complete Certification Application

A business structure that is at least 51% owned, operated and controlled by a disabled individual. Disabled individual means a person (a) with one or more disabilities as defined by the Americans with Disabilities Act (ADA) and amendments thereto (for purposes of applicability under the certification statutes, ordinances, rules and regulations governing the State of Texas).

Emerging Small Business Enterprise (ESBE) Certification- Complete Certification Application

A SBE eligible business structure for the purpose of making a profit, which is independently owned and operated by individuals legally residing in, or that are citizens of, the United States or its territories, whose annual revenues and numbers of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration.

Hispanic Business Enterprise (HABE) Certification- Complete Certification Application

A business structure owned, operated, managed and controlled by a Hispanic American minority group member(s) who has at least 51% ownership.

Minority Business Enterprise (MBE) Certification- Complete Certification Application

A business structure that is owned, operated, managed and controlled by an ethnic minority group member(s) who has at least 51% ownership.

Native American Business Enterprise (NABE) Certification- Complete Certification Application

A business structure owned, operated, managed, and controlled by a Native American minority group member(s) who has at least 51% ownership. The Native American group member(s) must have operational and managerial control, interest in capital, expertise and earning commensurate with the percentage of ownership and legally residing in or are citizens of the United States or its territories; or (2) A business structure owned, operated and controlled by a Native American minority group member(s) who has at least 51% ownership and satisfies the Native American member status.

Small Business Enterprise (SBE) Certification- Complete Certification Application

A business structure that is formed with the purpose of making a profit, which is independently owned and operated and which meets the United States Small Business Administration (SBA) size standard for a small business (See <http://sba.gov/size> click "table".)

Veteran-Owned Business Enterprise (VBE) Certification- Complete Certification Application

A business structure owned, operated, managed and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable.

Please note: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.

Woman-Owned Business Enterprise (WBE) Certification- Complete Certification Application

A business structure that is owned, operated and controlled by one or more women who have a total of at least 51% ownership.



Texas Veterans Commission Fund for Veterans' Assistance

Annex B: 2024-2025 Grant Program Requirements

Appendix 2: Housing for Texas Heroes Grant Program

FUND FOR VETERANS' ASSISTANCE WEBSITE

www.tvc.texas.gov/grants

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Housing for Texas Heroes Grant Program

The Housing for Texas Heroes (H4TXH) Grant Program provides home modifications, repair, and weatherization for veterans and surviving spouses who live in Texas.

Eligible Beneficiaries: Very Low and/or Low-Income Veterans, Surviving Spouses

1. Clients must be Very Low or Low-Income.
 - Very Low-Income Household (50% of the median family income for the county in which the beneficiary resides per HUD)
 - Low-Income Household (80% of the median family income for the county in which the beneficiary resides per HUD)
2. Clients who meet income requirements and are determined a disabled veteran by the VA are the highest priority for services and wait lists.
3. Clients must be listed on file with the county appraisal district as the current owner(s) of the property.
4. Clients must be current on existing mortgage loans or home equity loans.
5. Clients must be current on property taxes or deferred by the county appraisal district.
6. Property receiving services must be the client's primary residence and located in Texas.

Eligible Services:

1. **Home modification projects** to improve accessibility that support living in a home based on physical disabilities or handicaps (accessibility modifications to walkways, doors, kitchen, and bathroom). Home modification projects must assist the VA disability or handicap.
2. **Home repair projects** to correct dangerous housing conditions to make home safe (plumbing, electrical, walls, flooring,). Home repair projects must correct dangerous and life threatening conditions and not repair wanted upgrades to improve the aesthetic of the home.
3. **Home weatherization projects** to correct elements (wind and water) from entering the home (sealing of doors & windows, siding, roofing). Weatherization projects for energy efficiency upgrades or repairs are not allowed, Federal and other State programs provide such services.

The maximum amount H4TXH funding for Project for each veteran household is \$35,000 per grant period.

Verify Current Ownership & Residence

Before committing to or beginning the project, verify the beneficiary (veteran or surviving spouse):

1. Is listed as the 100% owner via the County Tax Appraisal District's office; AND
2. Homestead - Lives in it as a primary residence

County Tax Appraisal District Verification

The beneficiary must be listed as the 100% owner on official County property tax records. Examples of acceptable proof include:

- Warranty Deed
- Special Warranty Deed
- Irrevocable Trust where veteran (or surviving spouse) is listed as the beneficiary of the trust

Grantees carry the burden of substantiating ownership of the property. If clear, absolute evidence of beneficiary ownership is not provided to TVC at time of reimbursement, the Grantee may be liable for covering the costs of the project.

Current on Loans & Property Taxes

Ensure beneficiaries are CURRENT on all of the following before committing to or beginning the beneficiary project:

- Mortgage loans
- Home equity loans; AND
- Property taxes

Exceptions And Prior Approvals

If criteria outlined above cannot be met, contact your Grant Officer to discuss an exception.

Reporting Tools

The following items will help your organization collect the required information needed to request reimbursement.

Project Checklist

- Use the Project Checklist to guide planning, eligibility confirmation, and document gathering to support reimbursement.

Project Form

- Complete the Project Form to support reimbursement.

Before & After Photos

- Review the Before and After Photo guidelines in this document on page 8, to ensure that adequate photo documentation is captured before and after. Photo documentation is required for reimbursement.

Housing for Texas Heroes Grant Project Checklist

Organization must retain the following documentation for all Projects completed. Do not submit these documents to FVA when requesting reimbursement for completed Projects.

This documentation should be readily available for review by FVA during a compliance or technical visit, desk audit, or upon request at any point in the applicable retention period, to ensure adherence to FVA grant eligibility and compliance requirements. Organizations must retain all records pertaining to the grant for 3 years (per TxGMS guidance) or by the organization's policy requirements, whichever is longer.

- Proof of Veteran Status Including Character of Service**
Must coincide with permitted TVC documentation for Veteran/Surviving Spouse Beneficiary eligibility.
- Proof of Very Low-Income or Low-Income Status**
Verify income on pay stubs, and/or SSI payments to determine income in comparison to AMI for Texas county according to HUD.
- If Claiming Disabled Status**
Veteran or surviving spouse must first qualify by being low or very low income, then verify VA Disability Letter for placing them as priority among waitlists.
- Proof of Home Ownership**
Verify the Beneficiary is the owner of the home as reflected in a warranty deed, special warranty deed, or listed as the Beneficiary of the trust that is listed as the owner with county tax records.
- Proof of Homestead**
Verify home is primary residence receiving Project services.
- County Tax Statement & Mortgage Loan Statement**
Demonstrating Beneficiary is current on property taxes (or current on tax deferral payment plan), and any form of home loan.
- Bid Solicitations**
Must demonstrate the method and process for contractor/vendor selection for labor and materials. All projects over \$10,000 must follow federal and state contracting requirements.
- Inspection Reports**
Demonstrating pre-inspection, final inspection, and any instance during the Project.
- Fully Executed Contract to Provide Services on Statement/Scope of Work (SOW)**
Must be signed by Grantee and Contractor; and coverage dates must occur within the active grant period to be considered valid and fully executed.
- Statement/Scope of Work (SOW)**
The detailed description of what repairs or modifications are expected to be completed during the project. The SOW may be revised after the start of the Project due to unexpected discoveries in the home which modify original plans. All major tasks pertinent to the Project must be identified by the organization.
- Contractor's Certification of Work**
Signed by (1) Authorized Grantee Representative, (2) Contractor and (3) Veteran/Surviving Spouse Beneficiary. All parties must certify the work was completed as claimed, invoiced, and reported to FVA.

Housing for Texas Heroes Grant Project Form

GRANTEE INSTRUCTIONS

Complete Sections A-E. Submit one form for reimbursement of each Home Modification, Weatherization, or Repair Project completed. **Form should be filled out completely for reimbursement of completed project.**

VETERAN/SURVIVING SPOUSE BENEFICIARY INSTRUCTIONS

Review Project information on both pages of this form. Complete Section F.

A) PROJECT INFORMATION

Grantee Organization *

Grant ID Number *

Beneficiary Name *

Beneficiary Type * Veteran Surviving Spouse

Project Address *

City *

County *

Is the Veteran/Surviving Spouse Beneficiary the owner of the home as verified on the corresponding County Appraisal District Office's website? * Yes No

Does the Veteran/Surviving Spouse Beneficiary reside in the home listed as *Project Address*? * Yes No

Income eligibility requirement met by Beneficiary? * Very Low-Income Low-Income

Project completed at no cost to the Veteran/Surviving Spouse, and no payment was collected or is due from the Veteran/Surviving Spouse Beneficiary for completion of this Project in any form or amount. * Yes No

B) MODIFICATION, WEATHERIZATION, OR REPAIRS REQUIRED

What are the problems that require modification, weatherization, or repair at the home? Include the functional deficiency caused by the issue and the specific area of home where the issue was identified. *

Example Issue & Deficiency: Door will not close and seal properly as there is a 1-2 inch gap at the top and bottom

Area of Home: Front Door

ISSUE AND FUNCTIONAL DEFICIENCY CAUSED *

AREA OF HOME *

1.

2.

3.

4.

5.

6.

7.

8.

C) PROJECT MILESTONES

Pre-Inspection Date * Project Start Date * PROJECT DURATION *

.....

Final Inspection Date * Project Completion Date * Days

.....

Project Inspector * Internal Third-Party Project Inspector Name *

.....

D) COMPLETED MODIFICATION, WEATHERIZATION, OR REPAIR WITH TVC FUNDS

What Home Modification(s), Weatherization(s) or Repair(s) were completed? Provide a description of major tasks performed. Please list major tasks performed in the order listed in Section B of this form. *

Example Major Task Performed: Front door frame replaced. New fiberglass door installed.

Cost: \$150.00

MAJOR TASK PERFORMED *	COST *
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL COST *

E) GRANTEE CERTIFICATION

I agree that the information on this form is true. The work has been completed and accepted by the client.

Grantee Representative Name and Job Title * Date *

Grantee Representative Signature *

F) BENEFICIARY CERTIFICATION

JOB RATING * <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Not Satisfied <input type="checkbox"/> I Wish to File a Complaint

I agree that the information on this form is true. The work has been completed and my customer rating is fair.

Beneficiary Signature * Date *

Housing For Texas Heroes Grant Project Before & After Photo Requirements

Housing for Texas Heroes project reimbursement requests must include a picture depicting the front face of the home, as well as pictures illustrating all individual areas of the project scope before and after completion.

Pictures illustrating the completed project help TVC's grant officers ensure transparency in reporting, as well as help the grantee justify costs reported for reimbursement. Pictures of each job component of Housing for Texas Heroes projects must be included in the supporting documents submitted with the reimbursement request. Reimbursement requests will be delayed until grantee provides required pictures.

Minimum Requirements

- Pictures must be taken by a designated grantee representative.
- Include (1) picture of the front façade of the home owned by the veteran or surviving spouse
- Include at least (1) before picture next to (1) after picture of each individual job area making up the total home modification, repair or weatherization project

Format Guidelines

- Must be in color (no black and white scans)
- Must illustrate the exact location of job component within the interior or exterior of the home
- Before and After images must be adjacent to each other in the support document PDF
 - o *(see examples in this section)*
- Before and After images must be taken from the same angle
 - o *(see examples in this section)*
- Maximum of 4 images per page
- Include "Before" and "After" noted directly on the image or above/below each image
- Avoid taking pictures of job components where people are visible in the frame

Front Face of Home Examples:



Exterior Example: Roof Replacement



Exterior Example: Wheelchair Ramp Installation



Interior Example: ADA Compliant Kitchen



Before



After

Interior Example: ADA Compliant Bathroom

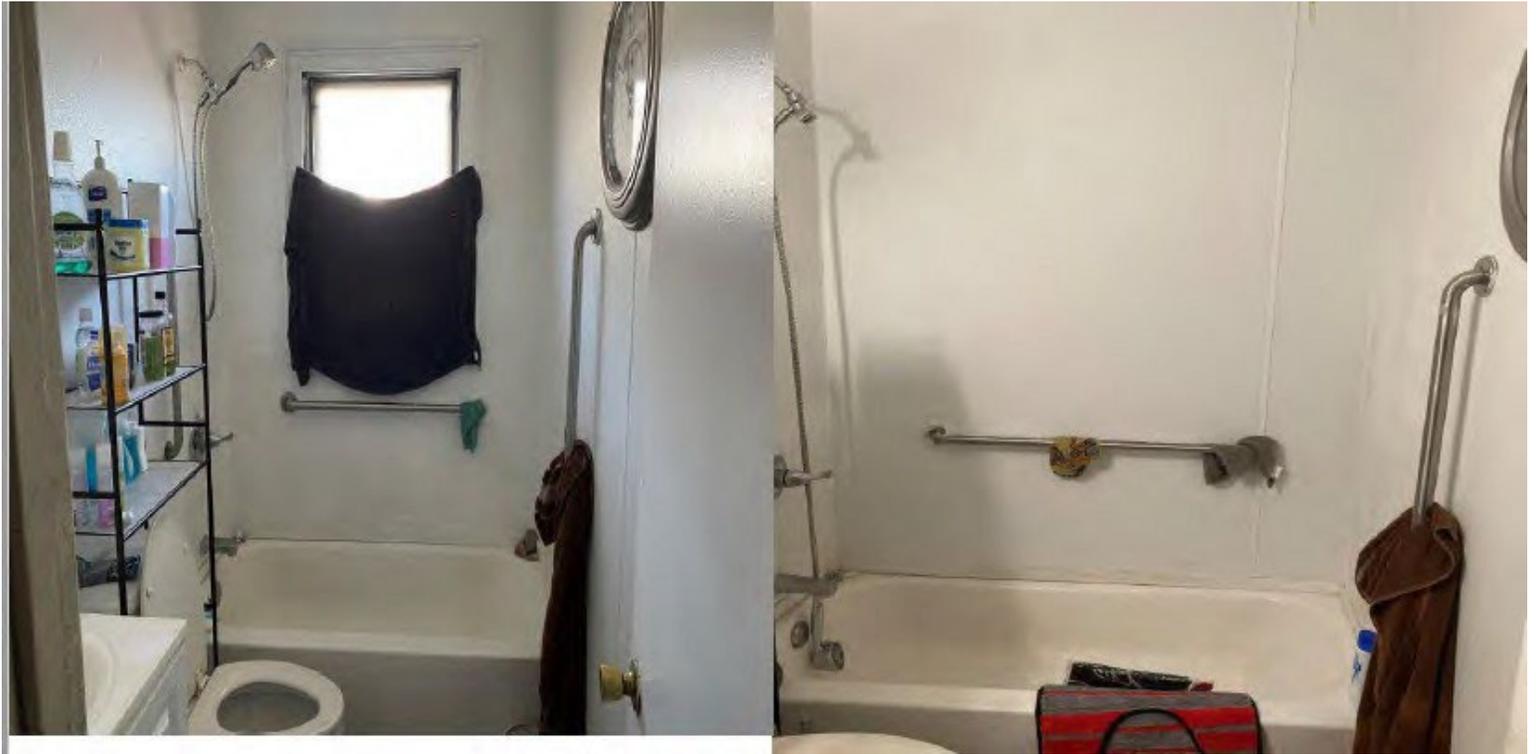


Before



After

Insufficient Picture Documentation Example:



- X Not taken from the same angle**
- X Second photo cropped too close**
- X Missing “before” and “after” labels**

Housing For Texas Heroes Project Examples

Examples of Allowable Exterior Items

1. Driveway: repair or leveling for accessibility or ease of walking for elderly.
2. Sidewalk: repair or leveling for accessibility or ease of walking for elderly.
3. Roof: repair or replacement.
4. Foundation: leveling or repair.
5. Rodent infestation: repair to exterior of home to prevent rodents from entering subflooring or attic.
6. Caulking: caulking of exterior of home to prevent weather and element from entering.
7. Siding: repair or replacement to prevent weather elements from entering the house.
8. Painting exterior: painting of weather damaged siding and home exterior to extend life.
9. Ramp: install or repair for entry into all exits of home for accessibility or ease of walking for elderly.
10. Deck: repair or replace for accessibility or ease of walking for elderly.
11. Fence: for service animal, install, repair, replace.
12. Lawn: drainage and leveling to prevent water from entering the home.
13. Surface drain: for foundation to prevent water from entering the home.
14. Electrical Drop and meter enclosure repair or replacement to meet code.
15. Light fixtures: repair of existing light fixture or replacement with comparable fixture.
16. Plumbing exterior: repair or replace water pipes and fixtures to prevent leaks of fresh water.
17. Plumbing exterior: repair or replacement of sewage pipes to ensure proper elimination of waste.
18. Septic system: repair or replacement to prevent leaks and ensure proper elimination of waste.
19. HVAC system: repair or replacement of air conditioner, coolant, refrigeration lines, furnace, air handler, indoor coil, register, supply air duct, return duct and thermostat.
20. Window: replacement or repair due to broken glass or frame to prevent weather elements from entering home.
21. Door and frame exterior: repair or replacement to secure home and prevent weather elements for entering home.
22. Tree removal: removal of tree or tree limbs overhanging above home to prevent future damage.

Please reach out to your grant officer to request guidance if your Project type is not listed as an example.

Examples of Allowable Interior Items

1. Doorway widening of exterior doors or interior doors to allow accessibility for wheelchair.
2. Subfloor: leveling and repair for habitability, accessibility, or ease of walking for elderly.
3. Carpet replacement: replacement of old, worn carpet or carpet that prevents accessibility or ease of walking for elderly.
4. Flooring: repair or replacement for accessibility or ease of walking for elderly.
5. Ceiling: repair or replacement due to water or weather damage.
6. Walls: repair or replacement due to water or weather damage.
7. Painting: painting of interior of home to extend life of weathered materials, to cover repaired area, and cover water damage areas that do not need replacement.
8. Electrical: circuit breakers and panel, repair, or replacement to ensure home is to code.
9. Electrical: replacement of non-operational outlets, light switches and covers.
10. Electrical wiring: replacement and repair of home wiring to ensure home is to code.
11. Light fixtures: repair of existing light fixture or replacement with comparable fixture.
12. Ceiling Fan: repair non-operational fan or replacement with comparable model.
13. Plumbing interior: repair of water pipes and fixtures to prevent leaks.
14. Plumbing interior: replacement of water pipes to ensure home is to code.
15. Plumbing interior: replacement of unrepairable water fixture with comparable model.
16. Refrigerator: repair or preplace with comparable model.
17. Stove: repair or replace with comparable model.
18. Microwave: repair or replace with comparable model.

Please reach out to your grant officer to request guidance if your Project type is not listed as an example.

Examples of Allowable Bathroom Project Items

1. Remodel for Americans with Disabilities Act (ADA) compliance and accessibility.
2. Door, widen entrance and replace door and door frame for wheelchair accessibility.
3. Vanity and sink: Position lower on wall for wheelchair accessibility; includes required plumbing and fixture.
4. Toilet: replace with ADA-compliant model.
5. Bath: install ADA-compliant walk-in shower or ADA-compliant tub for accessibility along with required plumbing and fixtures.
6. Grab bars: install bars as required for toilet and bath.

Examples of Allowable Kitchen Project Items

1. Remodel for ADA compliance & accessibility.
2. Door: widen entrance and replace door and door frame, for wheelchair accessibility.
3. Counter tops: lower height for ADA compliance and wheelchair accessibility.
4. Sink: lower height for wheelchair accessibility; includes required plumbing and fixture.
5. Upper cabinets: position lower on wall, for wheelchair accessibility.
6. Lower cabinets: replace lower cabinets to reduce height, for wheelchair accessibility.
7. Stove: replace with ADA-compliant model.
8. Refrigerator: replace with ADA-compliant mode.

Unallowable Items

1. New additions to the property are not allowed.
2. Modifications, Weatherization, or Repairs to non-primary residential home or structure
3. Window upgrade for energy efficiency
4. Energy efficiency repairs or modifications to reduce electrical cost
5. Gutter installation
6. Kitchen/ bathroom remodels for aesthetic purposes
7. Carpet replacement for wood flooring for aesthetic purposes
8. Painting exterior or interior for aesthetic purposes
9. Installing deck/ landings without medical necessity
10. Fence repair or replacement, UNLESS for service animal (see Allowable exterior items)
11. Landscaping or Yard Clean-up

EXHIBIT A
WEATHERIZATION ASSISTANCE PROGRAM
STANDARD PRICE LIST



Health and Safety	Unit	Total Material	Total Labor	Total
Electrical permit fee (Single Application Only, Re-Inspection otherwise already included)	EA	\$ 247.75		\$247.75
Cover Plate (Switch Or Plugs) (Size As Needed)	EA	\$ 1.48	\$ 3.71	\$5.19
220V Single Receptacle Plate	EA	\$ 6.12	\$ 3.77	\$9.89
Electrical Outlet/Switch/Blank Cover (Size As Needed)	EA	\$ 1.71	\$ 4.06	\$5.77
220V Single Receptacle	EA	\$ 17.50	\$ 27.14	\$44.64
110V Single Receptacle	EA	\$ 7.13	\$ 27.14	\$34.27
3" X 3' Double wall vent pipe	EA	\$ 30.84	\$ 23.19	\$54.03
4" X 3' Double wall vent pipe	EA	\$ 36.64	\$ 23.34	\$59.98
3" Double wall elbow	EA	\$ 25.87	\$ 23.77	\$49.64
4" Double wall elbow	EA	\$ 26.87	\$ 23.06	\$49.93
3" roof flashing	EA	\$ 17.90	\$ 31.43	\$49.33
4" roof flashing	EA	\$ 21.50	\$ 31.43	\$52.93
3" vent cap	EA	\$ 23.47	\$ 30.21	\$53.68
4" vent cap	EA	\$ 25.08	\$ 30.91	\$55.99
3" vent escutcheon	EA	\$ 13.76	\$ 19.27	\$33.03
4" vent escutcheon	EA	\$ 14.83	\$ 19.27	\$34.10
water heater draft diverter	EA	\$ 19.61	\$ 26.09	\$45.70
3" vent pipe rain cap	EA	\$ 24.42	\$ 25.22	\$49.64
4" vent pipe rain cap	EA	\$ 16.58	\$ 25.22	\$41.80
Junction Box Screw Cover - Only (Size As Needed)		\$ 3.70	\$ 7.66	\$11.36

Junction box/ Installation / Cover Plate (Shall Match Existing Décor And Size)	EA	\$ 14.98	\$ 19.85	\$34.83
Kitchen Exhaust Fix Improper Venting (Complete Install Per Code) (Size As Needed)	EA	\$ 118.64	\$ 175.90	\$294.54
Water Heater Fix Improper Venting (Complete Install Per Code) (Size As Needed)	EA	\$ 210.11	\$ 177.31	\$387.42
Central Furnace Fix Improper Venting (Complete Install Per Code) (Size As Needed)	EA	\$ 217.19	\$ 172.94	\$390.13
Vented Wall Furnace Fix Improper Venting (Complete Install Per Code) (Size As Needed)	EA	\$ 149.80	\$ 175.83	\$325.63
Bathroom Exhaust Fix Improper Venting (Complete Install Per Code) (Size As Needed)	EA	\$ 101.53	\$ 136.72	\$238.25
Install Kitchen Exhaust Range Hood (Complete Install Per Code) (Size As Needed) (Energy Star) Includes all venting.	EA	\$ 447.48	\$ 189.68	\$637.16
70-80 CFM Bath Vent Fan w/ light (Complete Install Per Code) (Energy Star)	EA	\$ 301.20	\$ 198.00	\$499.20
70-80 CFM Bath Vent Fan w/ Light/ Heater (Complete Install Per Code)	EA	\$ 490.45	\$ 268.00	\$758.45
70-80 CFM Bath Vent Fan w/ no light (Complete Install Per Code) (Energy Star)	EA	\$ 302.22	\$ 169.99	\$472.21
ASHRAE, No Light "Existing Location" CFM Per ASHRAE Calc. ≤ 1.0 some (Complete Install To Code) Energy Star	EA	\$ 435.29	\$ 283.48	\$718.77
ASHRAE, With Light "Existing Location" CFM Per ASHRAE Calc. ≤ 1.0 some (Complete Install To Code) Energy Star	EA	\$ 527.18	\$ 300.57	\$827.75
ASHRAE, No Light "New Install" CFM Per ASHRAE Calc. ≤ 1.0 some (Complete Install To Code) Energy Star	EA	\$ 544.27	\$ 351.86	\$896.13
ASHRAE, With Light "New Install" CFM Per ASHRAE Calc. ≤ 1.0 some (Complete Install To Code) Energy Star	EA	\$ 607.04	\$ 373.74	\$980.78
ASHRAE "HVL Combo" CFM Per ASHRAE Calc. ≤ 1.0 some (Complete Install To Code) (Shall Match Existing Functions)	EA	\$ 731.85	\$ 396.70	\$1,128.55
Through Wall/ Crawl Space Exhaust Termination When Applicable Includes brick.	EA	\$ 199.08	\$ 105.43	\$304.51

Add External Combustion (Complete Install Per Code)	EA	\$ 78.00	\$ 58.29	\$136.29
Cap off existing gas line	EA	\$ 5.29	\$ 17.17	\$22.46
Smoke Alarms	EA	\$ 34.46	\$ 21.01	\$55.47
Carbon Monoxide Alarm	EA	\$ 43.49	\$ 21.01	\$64.50
Combination Smoke/ Carbon Monoxide Alarm – (Audio Indicator "Battery" 10yr)	EA	\$ 87.43	\$ 21.56	\$108.99
Combination Hard Wire Smoke (Audio Indicator "Battery" 10yr)	EA	\$ 97.66	\$ 24.31	\$121.97
Dryer Wall Venting Kit (Includes 4" Metal Connector, Louvered Cap, and Flexible Duct)	EA	\$ 35.87	\$ 32.79	\$68.66
Gas 1/2" or 3/4" Flex Line w/ gas jet (Up To 10LF)	EA	\$ 54.13	\$ 41.01	\$95.14
Isolate Combustion Appliance Zone (CAZ) & External Combustion (Includes Jam Up plus 1x2 at the sill of the door and all materials needed to achieve proper external combustion like soffits, metal rigid ducts, and fasteners.)	EA	\$ 82.07	\$ 44.12	\$126.19
Gas Conversion Kit (Natural Gas to LPG)	EA	\$ 78.80	\$ 137.81	\$216.61
Drip Leg	EA	\$ 34.86	\$ 60.89	\$95.75
Gas Valve	EA	\$ 31.71	\$ 39.87	\$71.58
Drip Pan for furnace or water heater (Size Per Appliance)	EA	\$ 52.87	\$ 62.01	\$114.88
Concentric PVC Vent Kit (Complete Install)	EA	\$ 207.01	\$ 196.77	\$403.78
Float switch	EA	\$ 64.65	\$ 74.03	\$138.68
Gas Range Top (w/ 4 Burners) - (Self ignited) - No Pilot Lit Stoves Allowed, requires 110V Outlet	EA	\$ 908.21	\$ 188.18	\$1,096.39
Stove/oven Repair (Adjust & Calibrate For CO Reduction To Below Action Level)	EA	\$ 21.73	\$ 158.31	\$180.04
Gas Range Top natural gas or LP Gas Conversion Kit (w/ 4 Burners) - (Self ignited) - No Pilot Lit Stoves, requires 110V Outlet	EA	\$ 924.90	\$ 191.21	\$1,116.11
Gas Stove natural gas or LP Gas Conversion Kit/window (Self ignited) - No Pilot Lit Stoves Allowed, requires 110V Outlet	EA	\$ 931.65	\$ 193.50	\$1,125.15
Gas Wall Oven (Self ignited) - No Pilot Lit Stoves Allowed, requires 110V Outlet	EA	\$ 1,252.02	\$ 207.31	\$1,459.33

Gas Wall Oven w/ LP Gas Conversion Kit No Pilot Lit Stoves Allowed, requires 110V Outlet	EA	\$ 1,270.67	\$ 207.31	\$1,477.98
Kilz Paint (25 SFT Maximum mildew coverage)	SFT	\$ 5.16	\$ 5.86	\$11.02
Install T&P Valve w/ Line 6" from the ground as per code @ Water Heater	EA	\$ 65.59	\$ 118.95	\$184.54
Install CPVC Line "ONLY" 6" from ground as per code @ Water Heater	EA	\$ 40.41	\$ 29.94	\$70.35
Remove & Replace with Existing Toilet (Install New Wax Ring/New water Line install/ new tank toilet bowl and seat)	EA	\$ 208.70	\$ 203.29	\$411.99
Remove & Reinstall Existing Toilet (Includes New Wax Ring)	EA	\$ 48.17	\$ 189.00	\$237.17
Remove and Reinstall Existing Water Heater on New Platform 18" AFF or per Code w/ permit	SF	\$ 482.25	\$ 596.53	\$1,078.78
Remove Bathroom Unvented Gas Space Heater & Patch w/ (Sheetrock/Tape Float/Paint Ready)	EA	\$ 131.61	\$ 197.22	\$328.83
Remove unvented gas space heater and cap off gas line	EA	\$ 89.27	\$ 150.94	\$240.21
Water Heater 40 Gallon (GAS/LP)(Complete Install to Code) Energy Star or most efficient. Available with AACOG's Approval	EA	\$ 3,883.33	\$ 1,200.00	\$5,083.33
Energy Star Gas (NG/LPG) tankless water heater (Turnkey Install)	EA	\$ 1,828.67	\$ 1,288.67	\$3,117.34
Water Heater 40 Gallon (ELEC Hybrid) (Complete Install to Code) Energy Star electric heat pump water heaters	EA	\$ 2,040.67	\$ 1,056.75	\$3,097.42
Lead Packet (Small Job) - Based on Five Man Crew and 1 Room Encapsulation Work	EA	\$ 332.50	\$ 332.41	\$664.91
Lead Packet (Medium Job) - Based on Five Man Crew and 2-3 Rooms Encapsulation Work	EA	\$ 597.54	\$ 566.06	\$1,163.60
Lead Packet (Large Job) - Based on Five Man Crew and Whole home Encapsulation Work	EA	\$ 1,000.03	\$ 866.83	\$1,866.86
Lead test kit (certified professional)	EA	\$ 26.19	\$ 83.21	\$109.40
Lights	Unit	Total Material	Total Labor	Total
LED 9-13 Watt Energy Star	EA	\$ 8.08	\$ 3.85	\$11.93
LED 13-15 Watt Energy Star	EA	\$ 8.28	\$ 5.21	\$13.49

LED 18-25 Watt Energy star	EA	\$ 8.73	\$ 5.21	\$13.94
LED 23-30 Watt Energy star	EA	\$ 10.02	\$ 4.47	\$14.49
LED Candelabra Energy Star	EA	\$ 7.70	\$ 4.44	\$12.14
LED Flood Light Energy Star	EA	\$ 13.37	\$ 4.27	\$17.64
Can Light Retrofit With LED Kit (Shall Have Gasket For Air Infiltration) Energy Star	EA	\$ 21.75	\$ 8.78	\$30.53
Air Infiltration	Unit	Total Material	Total Labor	Total
25-Year Silicone All Purpose Painters Caulk (Use a 1/4" maximum bead, with 38 linear feet per tube.)(Use Clear Caulking Only On Wood)	EA	\$ 4.23	\$ 12.02	\$16.25
Can Light Cover - Complete Install - Shall be air tight	EA	\$ 33.38	\$ 29.09	\$62.47
High Temp Caulking (Used For Multiple Air Sealing Applications Near Heat Source)	EA	\$ 16.78	\$ 12.90	\$29.68
Silicone Tub and Tile Bathroom Caulk (1/2" Bead, 38 LF per tube)	EA	\$ 10.42	\$ 11.58	\$22.00
Mortar Caulk (1/2" Bead, 38 LF per tube) (Shall Match Existing Décor)	EA	\$ 10.79	\$ 11.15	\$21.94
Backer Rod - 3/8" to 1/2" x 20'	EA	\$ 7.17	\$ 10.63	\$17.80
Foam Tape 3/4" High Density - 10' Roll	EA	\$ 8.97	\$ 10.27	\$19.24
Foam A/C WX Strip	EA	\$ 12.55	\$ 8.33	\$20.88
3 Piece Tub-Surround w/ Caulking/Adhesive and Trim	EA	\$ 379.56	\$ 148.28	\$527.84
Tub Overflow Plate with Accessories	EA	\$ 25.87	\$ 15.75	\$41.62
1/2" Cementous Backer board 3'X5' (Includes: Demo of shower material)	EA	\$ 9.87	\$ 24.90	\$34.77
1/4" Sheetrock Walls (Mobile Homes) - Complete To Finished Level 3, Paint Ready	SF	\$ 1.63	\$ 2.77	\$4.40
1/4" Sheetrock Walls 4'X8' (Mobile Homes) - Complete To Finished Level 3, Paint Ready	EA	\$ 23.14	\$ 49.16	\$72.30
Re-Tape & Float, level 3 Finish (Paint Ready) Walls or Ceilings	LF	\$ 1.27	\$ 2.63	\$3.90
Sheetrock Patch - Complete - Finished Level 3 Paint Ready	SF	\$ 3.00	\$ 30.80	\$33.80

Green board sheetrock for bathrooms kitchen and laundry rooms	SF	\$ 3.15	\$ 6.92	\$10.07
Sheetrock Patch - Complete - Finished level 3 Paint Ready (full sheet)	EA	\$ 14.50	\$ 30.63	\$45.13
Remove Wall Furnace - Complete (No Replacement) (Patch Sheetrock)	EA	\$ 29.71	\$ 159.28	\$188.99
Remove Double Sided Wall Furnace - Complete (No Replacement) (Patch Sheetrock)	EA	\$ 40.75	\$ 205.77	\$246.52
Chimney Balloon (size as needed)	EA	\$ 80.09	\$ 19.25	\$99.34
Laminated Wallboard/ Wood Panel (Shall Match Existing Décor)	SF	\$ 2.86	\$ 3.17	\$6.03
Insulated Foam Board Polyisocyanurate with foil R-3.2	SF	\$ 1.54	\$ 1.84	\$3.38
Floor Overlay Pine Wood (Includes Sealant And Fasteners)	SF	\$ 2.66	\$ 4.23	\$6.89
Floor Inlay Pine Wood (Complete Install) (Includes: Demo of Existing Floor) (Full Sheet)	EA	\$ 50.09	\$ 83.02	\$133.11
Expanding Foam (Used For Multiple Air Sealing Applications) (Approximate 100 LF Coverage @ 3/8" Gap)	EA	\$ 17.10	\$ 10.13	\$27.23
Expanding Foam (Used For Air Sealing Top Plates) (Labor Charge only)	EA		\$ 92.07	\$92.07
High Temp Expanding Foam (Used For Multiple Air Sealing Applications Near Heat Source)	EA	\$ 22.12	\$ 11.22	\$33.34
Room Air Condition Air Seal (Complete)	EA	\$ 21.42	\$ 17.49	\$38.91
Jalousie Window Crank Handle (Any Finish)	EA	\$ 13.92	\$ 13.05	\$26.97
Solid Brass Sash & Lock w/ Keeper	EA	\$ 10.05	\$ 14.20	\$24.25
White Vinyl Window Sash & Lock w/ Keeper	EA	\$ 10.38	\$ 14.00	\$24.38
Window Glazing, Putty per LF (Used on Wood Casement Windows)	LF	\$ 0.93	\$ 2.49	\$3.42
Double Pane Glass (Shall Match Existing Décor)	SF	\$ 16.51	\$ 12.29	\$28.80
Double Pane Obscure Glass (Shall Match Existing Décor)	SF	\$ 20.27	\$ 12.89	\$33.16
Double Pane Tempered Glass (Shall Match Existing Décor)	SF	\$ 37.95	\$ 24.76	\$62.71

Single Pane Glass (Shall Match Existing Décor)	SF	\$ 7.06	\$ 9.34	\$16.40
Single Pane Obscure Glass (Shall Match Existing Décor)	SF	\$ 8.82	\$ 9.69	\$18.51
Single Pane Tempered Glass (Shall Match Existing Décor)	SF	\$ 19.94	\$ 19.31	\$39.25
Seal off Door Combustion Air ventilation (w /Duckboard and Mastic)	EA	\$ 24.37	\$ 16.82	\$41.19
Window Air Seal - Complete - Sash and Stile (jamb-up & Sweep.)	EA	\$ 27.90	\$ 14.15	\$42.05
Eliminate Return Air Grille Opening (Complete To Paint Ready Finish)	EA	\$ 16.54	\$ 23.15	\$39.69
Eliminate Supply Air Grille Opening (Complete To Paint Ready Finish)	EA	\$ 17.92	\$ 25.38	\$43.30
Threshold Adjustable, Aluminum or Hardwood @ Entry/Garage Doors	EA	\$ 56.37	\$ 25.75	\$82.12
Threshold for Interior Doors	EA	\$ 25.10	\$ 16.57	\$41.67
A.D.A Saddle Aluminum Threshold at Entry Door up to 36" (For Existing Doors Only)	EA	\$ 57.70	\$ 23.35	\$81.05
TMH "Q" foam Kerf Weather Stripping for doors plus door sweep	EA	\$ 38.63	\$ 20.03	\$58.66
Door Sweep	EA	\$ 21.83	\$ 14.73	\$36.56
Air Seal Door - Complete Seal Around Install	EA	\$ 50.08	\$ 26.04	\$76.12
Install 6 mil plastic sheeting on the floor for air sealing.	SF	\$ 1.35	\$ 2.33	\$3.68
T-Astragal for Double Doors, Aluminum or Wood	EA	\$ 48.58	\$ 24.70	\$73.28
Spray foam for attic floors and crawlspaces closed cell R-7 Per inch	SF	\$ 2.71	\$ 1.84	\$4.55
Spray foam for attic floors and crawlspaces open cell R-3.8 per inch	SF	\$ 2.56	\$ 2.18	\$4.74
Duct sealing / Duct replacement (Full home duct replacement requires manual D).	Unit	Total Material	Total Labor	Total
R-8 HVAC Insulated Flex Duct installation includes mastic/tape (Shall Be Size As Needed) (Per IRC Code)	LF	\$ 8.54	\$ 11.08	\$19.62
Metal duct supply duct(includes screws and mastic)	EA	\$ 50.10	\$ 61.97	\$112.07

Metal duct trunk runs for mobile homes(includes mastic, straps,)	LFT	\$ 22.79	\$ 24.51	\$47.30
Full duct line replacement (Includes Duct, Mastic, Tape, Register, Boot, and ring adapter.)	EA	\$ 169.58	\$ 152.13	\$321.71
Seal plenum (includes mastic and tape.)	EA	\$ 91.32	\$ 97.04	\$188.36
R-8 Duct Wrap (Shall Include Fasteners and Mastic)	LF	\$ 12.78	\$ 13.72	\$26.50
R-12 Duct wrap (Shall include Fasteners and Mastic) Install if exposed to the exterior of the home. All duct sealing included.	LF	\$ 20.11	\$ 17.78	\$37.89
A/C Plenum replacement (Includes Mastic and faced foil Duct Board)	EA	\$ 187.53	\$ 201.25	\$388.78
Seal Per Registers (Shall Include Mastic, Duct Board And Fasteners As Needed)	EA	\$ 30.45	\$ 30.92	\$61.37
Seal Per Central Return Walls (Shall Include Mastic, foamboard And Fasteners As Needed)	EA	\$ 75.45	\$ 77.33	\$152.78
Mastic (Single Application, Includes Fasteners 6" width)	LF	\$ 12.75	\$ 13.28	\$26.03
Return Air Access w/Grill/Filter (Shall Match Existing Décor And Size As Needed)	EA	\$ 37.99	\$ 22.21	\$60.20
Supply Register Replacement (Shall Match Existing Décor And Size As Needed)	EA	\$ 24.47	\$ 20.50	\$44.97
Ceiling Boot (for Duct)	EA	\$ 39.16	\$ 26.46	\$65.62
Install air vent jumper for room return air.	EA	\$ 108.35	\$ 135.16	\$243.51
Install Duct Board R-8	SF	\$ 4.25	\$ 6.45	\$10.70
Install Insulated Jumper Duct	LF	\$ 101.53	\$ 125.04	\$226.57
Attic insulation	Unit	Total Material	Total Labor	Total
Fiberglass Insulation	Bag	\$ 71.77	\$ 94.61	\$166.38
Blown Fiberglass R-8	SFT	\$ 1.00	\$ 0.80	\$1.80
Installed R-8 fiberglass insulation for a jointly funded utility company project (any home receiving additional insulation for a project funded in conjunction with the utility company and will be installed at the same time as the utility company).	SFT	\$ 1.00		\$1.00
Blown Fiberglass R-11	SF	\$ 1.05	\$ 0.84	\$1.89

Blown Fiberglass R-19	SF	\$ 1.15	\$ 0.87	\$2.02
Blown Fiberglass R-30	SF	\$ 1.34	\$ 0.91	\$2.25
Blown Fiberglass R-38	SF	\$ 1.49	\$ 0.95	\$2.44
Blown Fiberglass R-49	SF	\$ 2.07	\$ 1.13	\$3.20
Mobile Home or Flat Attic Blown Fiberglass R-11 - Complete Install	SF	\$ 0.99	\$ 1.57	\$2.56
Mobile Home or Flat Attic Blown Fiberglass R-19 - Complete Install	SF	\$ 1.14	\$ 1.58	\$2.72
Mobile Home or Flat Attic Blown Fiberglass R-30 - Complete Install	SF	\$ 1.31	\$ 1.57	\$2.88
Mobile Home or Flat Attic Blown Fiberglass R-38 - Complete Install	SF	\$ 1.44	\$ 1.57	\$3.01
Mobile Home or Flat Attic Blown Fiberglass R-49 - Complete Install	SF	\$ 1.77	\$ 1.46	\$3.23
Batt Insulation per R -49	SF	\$ 2.37	\$ 1.50	\$3.87
Batt Insulation per R -38	SF	\$ 2.10	\$ 1.50	\$3.60
Batt Insulation per R -30	SF	\$ 1.78	\$ 1.50	\$3.28
Batt Insulation per R -19	SF	\$ 1.51	\$ 1.49	\$3.00
Batt Insulation per R -15	SF	\$ 1.45	\$ 1.49	\$2.94
Batt Insulation per R -13	SF	\$ 1.27	\$ 1.46	\$2.73
Batt Insulation per R -11	SF	\$ 1.25	\$ 1.46	\$2.71
Blown cellulose Insulation 3.5 R/Inch	Bag	\$ 22.96	\$ 43.75	\$66.71
R-11 Blown cellulose Insulation	SFT	\$ 0.58	\$ 1.08	\$1.66
R-19 Blown cellulose Insulation	SFT	\$ 0.71	\$ 1.13	\$1.84
R-30 Blown cellulose Insulation	SFT	\$ 0.95	\$ 1.20	\$2.15
R-38 Blown cellulose Insulation	SFT	\$ 1.12	\$ 1.27	\$2.39
R-49 Blown cellulose Insulation	SFT	\$ 1.33	\$ 1.32	\$2.65
New Scuttle Access - Complete Finish Install with Thermal Barrier. Per IRC CODE (foamtape, sheetrock, painted trim, R38 foamboard, caulking and screws.)	EA	\$ 71.45	\$ 69.21	\$140.66

R-38 att lid foamboard install	EA	\$ 71.14	\$ 68.24	\$139.38
Pull Down Stairs 375 LB - Complete Finish Install with Thermal Barrier includes Caulking, Trim and any wood needed to secure stairs and the attic insulation cover.	EA	\$ 368.00	\$ 158.52	\$526.52
Attic Insulated cover - For existing Pull Down. R - 38	EA	\$ 161.37	\$ 83.00	\$244.37
Clean out existing insulation to air seal the attic per square foot.	SF	\$ 1.65	\$ 1.34	\$2.99
Knee Wall Door/Access - Complete Finish Install (1x4, insulation, sash or barrel bolt lock, all weatherstripping and door.)	EA	\$ 218.54	\$ 117.36	\$335.90
Attic Airway Soffit Baffling	EA	\$ 5.55	\$ 17.87	\$23.42
1/2" Plywood Baffling (NO OSB)	LF	\$ 3.77	\$ 3.78	\$7.55
Metal Baffling	LF	\$ 7.25	\$ 5.01	\$12.26
Gable Vent - Size per net free area needed	EA	\$ 72.42	\$ 32.20	\$104.62
Soffit Vent (any size)	EA	\$ 5.81	\$ 13.97	\$19.78
Ridge Venting - 4ft. Segments (Shingles Included)	EA	\$ 23.10	\$ 25.74	\$48.84
Static Roof Vent (Size As Needed)	EA	\$ 36.53	\$ 40.14	\$76.67
Wall Insulation	Unit	Total Material	Total Labor	Total
Blown Cellulose Wall Insulation R13 - Complete Install. Shall be Dense Packed 3.5 pounds per CU FT (maintenance log will be requested monthly.)	SF	\$ 1.38	\$ 1.96	\$3.34
Insulate attic knee wall with batt (sized per cavity) Includes backing material that complies with SWS	SF	\$ 1.63	\$ 1.57	\$3.20
Insulate attic knee wall with blown cellulose insulation includes backing.	SF	\$ 1.05	\$ 1.76	\$2.81
2x4 for blocking between the top and bottom plates of a balloon frame.	LF	\$ 1.37	\$ 2.25	\$3.62
Balloon Frame Blocking per Home as needed	SF	\$ 17.96	\$ 14.59	\$32.55

Floor Insulation	Unit	Total Material	Total Labor	Total
Remove and dispose of the existing floor insulation to prepare for the installation of weatherization items.	SF		\$ 1.98	\$1.98
Floor Insulation BATT R19 Complete Install per Code (batt, 6 mil plastic vapor barrier, mastic, tape and hanger.)	SF	\$ 2.25	\$ 1.96	\$4.21
blown floor insulation R-19 (includes vapor barrier)	SF	\$ 1.89	\$ 2.40	\$4.29
Floor Insulation BATT R30 Complete Install per Code (batt, 6 mil plastic vapor barrier, mastic, tape and hanger.)	SF	\$ 2.85	\$ 2.81	\$5.66
Floor Insulation BATT R-11	SF	\$ 1.46	\$ 2.07	\$3.53
Floor Insulation BATT R-38 Includes Vapor Barrier 6-Mil Plastic	SF	\$ 2.54	\$ 2.60	\$5.14
Rigid Foam board R-5 for Foundation Wall	SF	\$ 2.33	\$ 2.35	\$4.68
Vapor barrier 6 mil plastic. Includes sealing all seams with mastic.	SF	\$ 1.32	\$ 2.15	\$3.47
Refrigerators	Unit	Total Material	Total Labor	Total
Energy Star Refrigerator Installation Top Freezer (Cubic Foot 16-17) Recycle Exchange	EA	\$ 918.27	\$ 192.50	\$1,110.77
Energy Star Refrigerator Installation Top Freezer (Cubic Foot 18-19) Recycle Exchange	EA	\$ 1,035.03	\$ 192.50	\$1,227.53
Energy Star Refrigerator Installation Top Freezer (Cubic Foot 20-21) Recycle Exchange	EA	\$ 1,173.23	\$ 192.50	\$1,365.73
Energy Star Refrigerator Installation Top Freezer (Cubic Foot 22-23) Recycle Exchange	EA	\$ 1,387.38	\$ 197.50	\$1,584.88
Energy Star Refrigerator Installation Top Freezer (Cubic Foot 24-25) Recycle Exchange	EA	\$ 1,659.95	\$ 197.50	\$1,857.45
Energy Star Side by Side Refrigerator Installation (Cubic foot 26) (Per Case by Case) Recycle Exchange	EA	\$ 2,227.03	\$ 223.08	\$2,450.11
Energy Star Refrigerator Installation side by side (Cubic Foot 24-25) Recycle Exchange	EA	\$ 1,896.38	\$ 208.17	\$2,104.55

Water Savers	Unit	Total Material	Total Labor	Total
Low Flow Shower Head (Must Be “Water Sense”) (<2.5 GPM) includes anti-scald valve.	EA	\$ 13.67	\$ 7.40	\$21.07
Water Sense Shower Wand (<2.5 GPM)	EA	\$ 93.93	\$ 71.00	\$164.93
Low Flow Faucet Aerator (<2.2 GPM) (Must Be “Water Sense”)	EA	\$ 5.94	\$ 5.41	\$11.35
Elastomeric Pipe Insulation w/ Zip Ties installed first 6' of hot and cold water pipes. (12 FT. Segment)	EA	\$ 22.54	\$ 15.24	\$37.78
Fiberglass Water Heater Insulation Blanket - Minimum R10. Shall include all fasteners	EA	\$ 53.17	\$ 24.59	\$77.76
Thermostat	Unit	Total Material	Total Labor	Total
Thermostat Wire #18/5, Installation (Heating/Cooling)	LF	\$ 48.92	\$ 59.81	\$108.73
Heat pump double-setback- programmable thermostat W/ backlight	EA	\$ 93.17	\$ 116.67	\$209.84
Double-setback-Programmable Thermostat w/ Backlight Energy Star	EA	\$ 157.00	\$ 121.67	\$278.67
Solar Screens	Unit	Total Material	Total Labor	Total
90% Solar Screen fabric and frame	SF	\$ 5.00	\$ 5.80	\$10.80
90% Solar Screen – Arch Windows	EA	\$ 99.37	\$ 65.57	\$164.94
Remove Burglar Bars @ Windows - (No Reinstall unless applicable safety devices installed) Waiver must be signed!	EA	\$ 2.66	\$ 59.89	\$62.55
Incidental Repairs	Unit	Total Material	Total Labor	Total
3/4" Plywood - Treated	SFT	\$ 2.99	\$ 5.08	\$8.07
Mobile home skirting match decor	LFT	\$ 4.96	\$ 6.08	\$11.04

Gutters	LFT	\$ 47.62	\$ 62.00	\$109.62
Down Spouts gutters	EA	\$ 18.37	\$ 20.40	\$38.77
Metal Siding for mobile homes	SFT	\$ 7.82	\$ 5.90	\$13.72
T-105 siding size as needed	LFT	\$ 3.24	\$ 3.68	\$6.92
T1-11, 19/32" Premium Plywood Siding 4" or 8" On Center Grooves	EA	\$ 2.37	\$ 3.27	\$5.64
12" X 24" tile cement siding	SF	\$ 7.30	\$ 3.90	\$11.20
Hardie Siding (Shall Match Existing Décor and Size)	SF	\$ 3.18	\$ 3.18	\$6.36
Lap Siding "SMART" (Shall Match Existing Décor and Size)	LF	\$ 2.12	\$ 2.59	\$4.71
Brick Molding @ Stucco/Brick/Stone	LF	\$ 3.17	\$ 5.34	\$8.51
LP Smart Siding Cedar shakes	EA	\$ 3.36	\$ 4.26	\$7.62
Install Service Light in Attic (Up to 25 LF 12/2 wire, Housing, LED Bulb, Safety Cage, Switch and all Permits)	EA	\$ 140.12	\$ 167.50	\$307.62
Galvanized Steel Electrical Conduit w/ all accessories	LF	\$ 8.17	\$ 7.02	\$15.19
12 Gauge, 2 Conductor Romex 115 volt Line - Wire/Run Only	LFT	\$ 6.83	\$ 13.06	\$19.89
15/20 AMP Single Pole Circuit Breaker at Existing Electrical Panel Box	EA	\$ 23.53	\$ 63.69	\$87.22
15/20 AMP Single Pole Switch Receptacle - Includes connecting wires and cover plate	EA	\$ 24.72	\$ 62.69	\$87.41
Edison Breakers (AMP Size Per Load Needed)	EA	\$ 21.46	\$ 31.81	\$53.27
220V- Single Pole Circuit Breaker at Existing Electrical Panel Box (AMP Size Per Load Needed)	EA	\$ 49.72	\$ 75.80	\$125.52
10 Gauge, 220V, 2 Conductor Romex Line Installation - Wire/Run Only (NM-B, UF-B)	LF	\$ 3.65	\$ 5.48	\$9.13
30 To 50 Amp Single Pole Circuit Breaker at Existing Electrical Panel Box	EA	\$ 32.42	\$ 77.32	\$109.74

Junction box/ Installation / Cover Plate (Shall Match Existing Décor And Size)	EA	\$ 13.67	\$ 19.85	\$33.52
15-20 amp arch fault breakers	EA	\$ 43.58	\$ 40.21	\$83.79
Grounded Duplex Receptacle - Includes connecting wires and cover plate	EA	\$ 21.94	\$ 72.85	\$94.79
Aluminum Foil/Butyl Rubber Patch	SF	\$ 15.06	\$ 21.98	\$37.04
Galvanized Sheet Metal	SF	\$ 13.71	\$ 23.27	\$36.98
White or Aluminum Roof Coat	SF	\$ 2.12	\$ 1.65	\$3.77
Roof Repair - Complete Install (shingles, tar and nails)	SFT	\$ 17.36	\$ 32.73	\$50.09
Roof Cement 10.3 oz. Tube	EA	\$ 12.35	\$ 19.77	\$32.12
Casing trim installed where needed. All-inclusive install	LFT	\$ 2.67	\$ 2.12	\$4.79
Brass Kick Plate	EA	\$ 35.52	\$ 14.52	\$50.04
Brass/Nickel Slide Bolt and Keeper	EA	\$ 12.18	\$ 8.72	\$20.90
Deadbolt Double Cylinder Brass	EA	\$ 44.28	\$ 16.03	\$60.31
Exterior Door Adjustment (remove door and trim, shim to square door reinstall trim and door.)	EA	\$ 1.19	\$ 70.08	\$71.27
Keyed Alike Lockset Single Cylinder Brass (Includes Key lock and Dead bolt) Any Finish	EA	\$ 63.63	\$ 31.74	\$95.37
Passage knob @ Furnace, Water Heater, and Interior Doors as applicable	EA	\$ 21.61	\$ 16.18	\$37.79
Remove & Reinstall Storm/Screen Doors	EA	\$ 1.25	\$ 65.28	\$66.53
Single Sided Deadbolt Lock Brass (Multi Family Units Only)	EA	\$ 24.37	\$ 17.93	\$42.30
Sliding Glass Door Repair To Working Order includes all materials and labor	EA	\$ 48.82	\$ 96.63	\$145.45
Standard Residential Strike Plate (Any Finish)	EA	\$ 6.90	\$ 6.16	\$13.06
Wall Bumper, 5" Diameter with Rubber Pad (Aluminum or White)	EA	\$ 4.39	\$ 4.49	\$8.88

“Z” Aluminum Flashing	EA	\$ 0.99	\$ 2.48	\$3.47
Jalousie Window Crank Handle (Any Finish)	EA	\$ 14.18	\$ 12.00	\$26.18
Remove and Reinstall Burglar Bars @ Entry Door(s)	SF	\$ 2.97	\$ 54.17	\$57.14
Window Removal (Eliminations Only)	EA	\$ 1.51	\$ 27.65	\$29.16
Solid Brass Sash & Lock w/ Keeper	EA	\$ 11.80	\$ 12.06	\$23.86
White Vinyl Window Sash & Lock w/ Keeper	EA	\$ 11.70	\$ 11.25	\$22.95
Window Sash and Stile Adjustment	EA	\$ 1.32	\$ 38.20	\$39.52
Window Sill, Exterior (Primed 2x6)	LF	\$ 2.32	\$ 8.54	\$10.86
Window Sill, Interior (Primed 1x6)	LF	\$ 2.46	\$ 8.56	\$11.02
Pipe Vent Flashing - Complete Finish Install	EA	\$ 24.07	\$ 25.30	\$49.37
CAZ Closet - Complete Finish (Air Seal When In-Condition Space) (Can Be Use For Electric Water Heater and Gas Outdoor includes shingles) (prim all 6 sides of wood for closet.) Line item has \$500 cap	EA	\$ 286.57	\$ 315.54	\$602.11
CAZ Closet Repair (Can Be Use For Electric Water Heater and gas Outdoor) (prim all 6 sides of wood for closet.) Line item has \$500 cap	SF	\$ 129.21	\$ 131.35	\$260.56
Wood Trim 1x4 - Primed on 6 Sides	LF	\$ 2.64	\$ 2.23	\$4.87
1x2 Wood Trim - Primed on 6 Sides	LF	\$ 2.80	\$ 2.29	\$5.09
Double Header w/ Fritch Pneumatic Nailed	EA	\$ 3.85	\$ 6.14	\$9.99
2” x 4”-8'L Wood Stud 16" O.C. 8' High Pneumatic Nailed	EA	\$ 6.97	\$ 4.33	\$11.30
2” x 6”-8'L Wood Stud 16" O.C. 8' High Pneumatic Nailed	EA	\$ 8.05	\$ 4.13	\$12.18
3/4" OSB Plywood - Premium	SFT	\$ 3.68	\$ 3.43	\$7.11
Removal of Air Handler - Inoperable System w/ no Replacement (Shall Include Sealing Of platform hole)	EA	\$ 29.83	\$ 177.46	\$207.29
Remove & Reinstall A/C Window Unit	EA	\$ 7.04	\$ 75.18	\$82.22

Remove A/C Window Unit Only - No Reinstallation	EA	\$ 4.50	\$ 44.58	\$49.08
Diagnostics for appliance repairs	EA	\$ 24.34	\$ 156.79	\$181.13
Electrical disconnect w/Whip at Existing Water Heater. includes straps	EA	\$ 112.37	\$ 192.46	\$304.83
Thermal Coupling Replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 40.04	\$ 123.04	\$163.08
Gas Burner Assembly(full install includes all necessary parts and labor for replacement.)	EA	\$ 220.62	\$ 149.83	\$370.45
Thermostat Valve Control (full install includes all necessary parts and labor for replacement.)	EA	\$ 283.64	\$ 159.82	\$443.46
Heating element replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 76.86	\$ 174.37	\$251.23
Anode Rod Replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 92.04	\$ 134.29	\$226.33
Water heater copper line replacement size as needed. (full install includes all necessary parts and labor for replacement.)	EA	\$ 49.10	\$ 124.30	\$173.40
Igniter Replacement(full install includes all necessary parts and labor for replacement.)	EA	\$ 98.68	\$ 81.37	\$180.05
Water shutoff valve (full install includes all necessary parts and labor for replacement.)	EA	\$ 29.45	\$ 88.86	\$118.31
Water heater drain pump for PRV. (complete install, turn key includes all electrical and pipes needed to complete the job.)	EA	\$ 213.90	\$ 301.47	\$515.37
Stop flow valve (Include price for 110V power source)	EA	\$ 221.13	\$ 331.18	\$552.31
Hot surface igniter replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 126.58	\$ 158.87	\$285.45
Pilot light replacement(full install includes all necessary parts and labor for replacement.)	EA	\$ 96.42	\$ 142.92	\$239.34
Gas valve replacement(full install includes all necessary parts and labor for replacement.)	EA	\$ 264.71	\$ 182.04	\$446.75

Thermal couple replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 105.06	\$ 151.56	\$256.62
Flame sensor replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 92.04	\$ 128.29	\$220.33
Draft inducer motor (full install includes all necessary parts and labor for replacement.)	EA	\$ 495.83	\$ 250.00	\$745.83
Pressure switch replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 160.17	\$ 153.46	\$313.63
Blower motor replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 656.15	\$ 201.50	\$857.65
Blower motor capacitor replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 98.82	\$ 173.04	\$271.86
Furnace limit switch replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 97.45	\$ 143.12	\$240.57
Thermostat control valve replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 222.17	\$ 156.29	\$378.46
Manual control valve replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 332.99	\$ 169.21	\$502.20
Thermal couple replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 200.21	\$ 162.75	\$362.96
TXV replacement (full install includes all necessary parts and labor for replacement)	EA	\$ 339.46	\$ 355.21	\$694.67
Compressor replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 1,785.00	\$ 778.92	\$2,563.92
Condenser fan replacement (full install includes all necessary parts and labor for replacement.)	EA	\$ 371.75	\$ 349.58	\$721.33
Vent Out Plumbing Stack	EA	\$ 132.08	\$ 133.04	\$265.12
Bathroom Faucet Must be water sense rated	EA	\$ 93.23	\$ 119.21	\$212.44
Kitchen Faucet Must be water sense rated	EA	\$ 256.44	\$ 119.21	\$375.65

Shoe Molding 1/4" round for baseboards	LF	\$ 1.78	\$ 1.94	\$3.72
CDX plywood	EA	\$ 2.97	\$ 3.10	\$6.07
HVAC- Includes all refrigerant flush-All system replacements required Energy Star or with AACOG approval highest efficiency available.	Unit	Total Material	Total Labor	Total
Drain pan with float switch and PVC drain pipe	EA	\$ 182.87	\$ 254.46	\$437.33
18K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant)(The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 2,989.67	\$ 1,162.33	\$4,152.00
24K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant) (The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 3,262.25	\$ 1,204.67	\$4,466.92
30K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant) (The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 3,496.63	\$ 1,204.67	\$4,701.30
36K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant) (The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 3,652.42	\$ 1,204.67	\$4,857.09

42K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant) (The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 3,764.00	\$ 1,213.00	\$4,977.00
48K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant) (The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 4,307.87	\$ 1,221.33	\$5,529.20
60K BTU Central A/C Condenser & Coil (Includes Disconnect Whip/Refrigerant) (The components must have a valid AHRI rating to meet 15 SEER and or 14.3 SEER 2 or highest efficiency available with AACOG approval) (cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J)	EA	\$ 4,656.24	\$ 1,221.33	\$5,877.57
1.5 Ton Cooling Heat Pump, 15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 5,440.42	\$ 1,611.67	\$7,052.09
2 Ton Cooling Heat Pump, 15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 5,729.09	\$ 1,541.20	\$7,270.29
2.5 Ton Cooling Heat Pump,15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 5,833.49	\$ 1,541.20	\$7,374.69
3 Ton Cooling Heat Pump,15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 6,356.87	\$ 1,623.97	\$7,980.84
3.5 Ton Cooling Heat Pump,15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 7,009.22	\$ 1,623.97	\$8,633.19
4 Ton Cooling Heat Pump,15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 8,058.78	\$ 1,623.97	\$9,682.75

4.5 Ton Cooling Heat Pump, 15.2 SEER2, 12 EER2, 7.8 HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 12,496.54	\$ 1,636.30	\$14,132.84
5 Ton Cooling Heat Pump,15.2 SEER2, 12 EER2, 7.8 HSPF2 Energy star or highest efficiency available with AACOG approval	EA	\$ 9,105.56	\$ 1,715.08	\$10,820.64
Minisplit extra head(all inclusive install)	EA	\$ 1,156.67	\$ 493.33	\$1,650.00
9,000 BTU (.75 Ton) 19 SEER / 10 HSPF or highest efficiency available with AACOG approval - S2 SERIES - 208/230V Single Zone Ductless Mini-Split Heat Pump System Includes thermostat, wires, breakers, drain line, permits, Condenser pad, all turn key installs.	EA	\$ 1,797.67	\$ 1,059.33	\$2,857.00
12,000 BTU (1 Ton) 19 SEER/10 HSPF or highest efficiency available with AACOG approval - S2 SERIES - 208/230V Single Zone Ductless Mini-Split Heat Pump System Includes thermostat, wires, breakers, drain line, permits, Condenser pads, all turn key installs.	EA	\$ 1,933.00	\$ 1,059.33	\$2,992.33
18,000 BTU (1.5 Ton) 19 SEER/10 HSPF or highest efficiency available with AACOG approval - S2 SERIES - 208/230V Single Zone Ductless Mini-Split Heat Pump System Includes thermostat, wires, breakers, drain line, permits, Condenser pad, all turn key installs.	EA	\$ 2,600.00	\$ 1,059.33	\$3,659.33
24,000 BTU (2 Ton) 19 SEER/10 HSPF or highest efficiency available with AACOG approval - S2 SERIES - 208/230V Single Zone Ductless Mini-Split Heat Pump System Includes thermostat, wires, breakers, drain line, permits, Condenser Pad, all turn key installs.	EA	\$ 2,922.33	\$ 1,198.89	\$4,121.22
18K BTU, 90%+ AFUE Central System (Complete System Install) ,15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 5,469.08	\$ 1,359.72	\$6,828.80
24K BTU, 90%+ AFUE Central System (Complete System Install) 15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 5,640.79	\$ 1,359.72	\$7,000.51
30K BTU, 90%+ AFUE Central System (Complete System Install)15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 5,850.15	\$ 1,359.72	\$7,209.87

36K BTU, 90%+ AFUE Central System (Complete System Install) 15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 6,007.42	\$ 1,472.50	\$7,479.92
42K BTU, 90%+ AFUE Central System (Complete System Install) 15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 6,446.46	\$ 1,472.50	\$7,918.96
48K BTU, 90%+ AFUE Central System (Complete System Install) 15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 7,261.25	\$ 1,472.50	\$8,733.75
60K BTU, 90%+ AFUE Central System (Complete System Install) 15.2 SEER2, 12 EER2, energy star or highest efficiency available with AACOG approval	EA	\$ 8,044.83	\$ 1,452.61	\$9,497.44
Freestanding Wall Furnace Kit	EA	\$ 413.22	\$ 128.19	\$541.41
90%+ AFUE Direct Vent Wall Furnace (Complete Install)	EA	\$ 4,472.43	\$ 717.71	\$5,190.14
35K BTU LPG or Natural Gas Wall Furnace (Complete System Install) (Shall Come with Blower If 115V Present)	EA	\$ 1,992.50	\$ 779.95	\$2,772.45
5-30K BTU Space Heater – Direct Vent w/Blower (Gas/LPG)(ODS)	EA	\$ 1,108.85	\$ 510.89	\$1,619.74
31K + BTU Space Heater – Direct Vent w/Blower (Gas/LPG)(ODS)	EA	\$ 1,200.22	\$ 510.89	\$1,711.11
90% AFUE Gas or LP Central Furnace "Only" w/permit and venting - Energy Star- Size per Manual J	EA	\$ 2,535.50	\$ 747.08	\$3,282.58
A/C Line Flush for Freon to Puro Refrigerant Conversions	EA	\$ 293.67	\$ 227.53	\$521.20
Sheet metal duct transition with insulation (A/C Plenum) (60k BTU Units or above)	EA	\$ 250.33	\$ 179.83	\$430.16
Electrical disconnect w/Whip at Existing A/C Condenser includes straps	EA	\$ 133.65	\$ 175.93	\$309.58
Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star or highest efficiency available with AACOG approval	EA	\$ 5,830.00	\$ 1,477.08	\$7,307.08

1.5 Ton AC 15.2 SEER 2, 12 EER2 or highest efficiency available with AACOG approval , Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star	EA	\$ 5,850.33	\$ 1,282.83	\$7,133.16
2 Ton AC 15.2 SEER 2, 12 EER2 or highest efficiency available with AACOG approval, Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star	EA	\$ 6,264.33	\$ 1,282.83	\$7,547.16
2.5 Ton AC 15.2 SEER 2, 12 EER2 or highest efficiency available with AACOG approval, Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star	EA	\$ 6,645.83	\$ 1,282.83	\$7,928.66
3 Ton AC 15.2 SEER 2, 12 EER2 or highest efficiency available with AACOG approval, Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star	EA	\$ 7,003.39	\$ 1,441.83	\$8,445.22
3.5 Ton AC 15.2 SEER 2, 12 EER2 or highest efficiency available with AACOG approval, Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star	EA	\$ 7,419.33	\$ 1,441.83	\$8,861.16
4 Ton AC 15.2 SEER 2, 12 EER2 or highest efficiency available with AACOG approval, Down Draft 90%+ AFUE Central HVAC (Complete Install) Size Per Manual J Energy Star	EA	\$ 7,863.08	\$ 1,530.83	\$9,393.91
1.5 Ton, Down Draft Heat Pump (Complete System Install) Energy Star 2023 15 SEER2, 12 EER2, HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 5,806.08	\$ 1,404.17	\$7,210.25
2.0 Ton, Down Draft Heat Pump (Complete System Install) Energy Star 2023 SEER2 EER2, HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 6,240.32	\$ 1,427.50	\$7,667.82
2.5 Ton, Down Draft Heat Pump (Complete System Install) Energy Star 2023 SEER2 EER2, HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 6,665.40	\$ 1,427.50	\$8,092.90
3.0 Ton, Down Draft Heat Pump (Complete System Install) Energy Star 2023 SEER2 EER2, HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 7,098.73	\$ 1,427.50	\$8,526.23

3.5 Ton, Down Draft Heat Pump (Complete System Install) Energy Star 2023 SEER2 EER2, HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 7,649.71	\$ 1,427.50	\$9,077.21
4.0 Ton, Down Draft Heat Pump (Complete System Install) Energy Star 2023 SEER2 EER2, HSPF2 energy star or highest efficiency available with AACOG approval	EA	\$ 7,717.00	\$ 1,520.83	\$9,237.83
< 6,000 BTU Energy Star Window Unit (13.1 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 551.60	\$ 209.16	\$760.76
6,000 to 7,999 BTU Energy Star Window Unit (13.7 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 589.78	\$ 209.16	\$798.94
8,000-10,999 BTU Energy Star Window Unit (14.7 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 704.16	\$ 212.49	\$916.65
11,000-13,999 BTU Energy Star Window Unit (14.7 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 772.64	\$ 220.29	\$992.93
14,000 - 17,999 BTU Energy Star Window Unit (14.4 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 927.96	\$ 230.27	\$1,158.23
18,000-21,999 BTU Energy Star Window Unit (12.7 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 1,059.64	\$ 230.27	\$1,289.91
22,000 - 23,999 BTU Energy Star Window Unit (12.7 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 1,145.09	\$ 253.30	\$1,398.39
24,000 - 27,999 Energy Star Window Unit (12.7 CEER or better or highest efficiency available with AACOG approval) turn key install	EA	\$ 1,275.43	\$ 268.68	\$1,544.11
4" Condenser Outdoor Pad	EA	\$ 81.08	\$ 58.98	\$140.06
Filter Base- all sizes	EA	\$ 127.52	\$ 117.62	\$245.14
R-410(a) Condensing Unit Existing System Puron Recharge	EA	\$ 340.17	\$ 159.50	\$499.67

Room Air Conditioner Unit Tune Up	EA	\$ 40.24	\$ 49.88	\$90.12
Filter alarm units wired in	EA	\$ 78.33	\$ 75.33	\$153.66
Central A/C And Furnace Tune Up GAS, LPG, ELEC (clean blower fan, clean coils, vacuum return, clean burners)	EA	\$ 74.54	\$ 158.33	\$232.87
Vented Wall Furnace Tune Up (clean blower fan and burners.)	EA	\$ 59.49	\$ 121.86	\$181.35
Vented Wall Furnace Repair (repair to working order.)	EA	\$ 108.79	\$ 121.43	\$230.22
Air Filters - Qty. of 12 (Any Size) (Per Each Return) Minimum MERV ≥ 8	EA	\$ 102.20	\$ 5.55	\$107.75
Copper line, high side (25 LFT)	EA	\$ 167.57	\$ 152.28	\$319.85
Copper line, high side (50 LFT)	EA	\$ 257.31	\$ 202.98	\$460.29
Copper line, low side (25 LFT)	EA	\$ 207.49	\$ 215.12	\$422.61
Copper line, low side (50 LFT)	EA	\$ 404.73	\$ 203.35	\$608.08
Line set 1/4"-1/2" copper 16LFT Wires	EA	\$ 207.17	\$ 180.09	\$387.26
Line set 1/4"-1/2" copper 25LFT Wires	EA	\$ 282.04	\$ 207.96	\$490.00
Line set 1/4"-1/2" copper 50LFT Wires	EA	\$ 400.71	\$ 256.00	\$656.71
Line set 3/8"-5/8" copper 16LFT Wires	EA	\$ 222.15	\$ 186.13	\$408.28
Line set 3/8"-5/8" copper 25LFT Wires	EA	\$ 278.24	\$ 214.21	\$492.45
Line set 3/8"-5/8" copper 50LFT Wires	EA	\$ 402.59	\$ 259.88	\$662.47
Windows and Doors	Unit	Total Material	Total Labor	Total
Exterior Door Insulated MTL - Complete Finish Install, Energy Star	EA	\$ 415.58	\$ 168.71	\$584.29
Storm Door Size as Needed	EA	\$ 211.57	\$ 175.57	\$387.14

Zone off Door Solid Core - Complete Finish Install	EA	\$ 271.40	\$ 132.31	\$403.71
Water Heater or Furnace Door - Complete Finish Install	EA	\$ 187.14	\$ 113.68	\$300.82
Sliding Glass Doors Lowe - Complete Finish Install, Current Energy Star Per Local Jurisdiction	EA	\$ 1,273.21	\$ 172.62	\$1,445.83
Insulated Steel 15-Lite Patio Door Temp Glass Lowe - Complete Finish Install, Current Energy Star Per Local Jurisdiction (Size As Needed)	EA	\$ 719.62	\$ 214.65	\$934.27
Mobile Home Entry Door - Complete Install, Energy Star	EA	\$ 488.02	\$ 158.68	\$646.70
Mobile Home Entry Door with Storm Door - Complete Install, Energy Star	EA	\$ 547.12	\$ 181.92	\$729.04
Mobile Home Water Heater Closet Door	EA	\$ 259.40	\$ 129.08	\$388.48
39" Exterior Door Drip Caps	EA	\$ 24.87	\$ 21.98	\$46.85
LowE Window (Std. Glass) – Energy Star (U-Factor 0.30) (SHGC 0.25) or Current Energy Star At Time Of Install	SF	\$ 16.95	\$ 13.06	\$30.01
LowE Window (Temp. Glass) – Energy Star (U-Factor 0.30) (SHGC 0.25) or Current Energy Star At Time Of Install	SF	\$ 34.26	\$ 27.08	\$61.34
LowE Window (Obscure) – Energy Star (U-Factor 0.30) (SHGC 0.25) or Current Energy Star At Time Of Install	SF	\$ 37.78	\$ 27.08	\$64.86
LowE Double Hung Storm Windows (Emissivity 0.22) (Solar Transmission 0.55)	SF	\$ 20.63	\$ 12.44	\$33.07
Add Awning (all inclusive)	EA	\$ 193.30	\$ 137.53	\$330.83

EXHIBIT B

TOOLS AND EQUIPMENT LIST

Tools/Equipment	Company Owned?	If Yes, Enter Quantity	If No, Do You Have Immediate Access?	Source If Not Owned?
Digital Gauged Blower Door	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Digital Gauged Duct Blower/Blaster	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Insulation Machine	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Freon Reclaimer	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Pressure Pans	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Carbon Monoxide Analyzers/Leak Detectors/Personal CO Monitor/Respirators	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Digital Cameras	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Infrared (IR) Cameras	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Flow Hood Reading	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
AC/Heat Gauges	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Foam Insulation	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
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	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	

EXHIBIT C

AMY YOUNG BARRIER REMOVAL AND HOMES FOR TEXAS HEROES GENERAL WORK SPECIFICATIONS

Note: Be advised that the General Specifications can and will change over time. It will accompany each Description of Work (DOW) you bid on. It will be your responsibility to keep current with the appropriate requirements.

Contact Information and Special Instructions

The construction contract has a liquidated damages clause in it and your firm will be held responsible for not completing this project in the time frame allocated. It is the contractor's responsibility to contact AACOG and document rain day exceptions and any other unforeseen events. It will be up to the discretion of AACOG to determine if claims made for any time extensions to this contract are reasonable and valid.

Upon awarding of the contract to your firm by AACOG please contact the homeowner and arrange for a pre-construction meeting. During this meeting discuss your timeline for completion of this project. Discuss any special needs you may need to complete this project. Please ask the homeowner if they have any special needs and or concerns about this project. AACOG will send the Notice To Proceed, to start the project.

Possible issues to discuss:

1. Where do your workers park?
2. Where is material to be delivered?
3. What time is work to begin and end and on what days?
4. What about small children?
5. What about pets?
6. What about bathroom accommodations?

Please leave an emergency contact phone number with the homeowner in case something was overlooked during the day and homeowner needs to contact you after work hours.

Please clean the work area at the end of each work day. Dispose of all trash and debris. Make sure that when you leave for the day that the homeowner has access to the plumbing fixtures. Make sure that any utilities that were turned off earlier in the day are functional prior to your departure.

All of the materials that are required for this project have particular model specifications. Any deviation from the list of allowable material will result in non-payment. Variation from the attached specifications is not encouraged; if there is no other option available then all changes in materials must be approved by AACOG staff in writing. You will be assigned an AACOG inspector for your project. If the project is located in a building jurisdiction that has an ongoing building permit and inspection program, then you will be required to obtain all necessary building permits and inspections. If the project is in a rural area without an ongoing inspection program then the AACOG Inspector will perform the required inspections. Do not cover any inaccessible area until the appropriate inspections are obtained. Contact the AACOG Inspector for required inspections

Please follow the EPA Repair, Remodeling and Painting Rule (RRP), which went into effect on April 22, 2010. <http://www.epa.gov/lead/pubs/renovation.htm> . All contractors that disturb a painted surface in any pre-1978 house and are compensated must be registered with the EPA as a Lead Renovator Firm. Additionally, each certified renovator firm must have at least one employee certified with the EPA as Lead Certified Renovator. The EPA documentation for your firm must be on file at AACOG prior to beginning any work. At the end of each project that consists of a pre-1978 house you will be asked to submit the following documentation:

1. Any Lead Base Paint (LBP) test results with all appropriate EPA required documentation.
2. The renovator recordkeeping checklist
3. The post renovation cleaning verification report
4. The non-certified worker training documentation
5. Signed receipt by homeowner regarding delivery of the "EPA Renovate Right" pamphlet, which can be obtained at 1-800-424-5323.

Do not wait until the end of the job and to produce these documents. They are intended to be produced at the beginning of the job and continue as the job progresses. These documents record the lead-based paint safe worker practices your firm employs to protect the health and safety of your employees as well as the occupants of the house. As of August 2016 EPA, is assessing a \$40,000.00 a day penalty for contractor non-compliance. If you have any questions regarding safe worker practices or EPA RRP compliance please contact Homero Salinas HSalinas@aacog.gov

All Accessibility modifications, specification and instructions for this project are based on the information found in the Architectural Barriers Texas Accessibility Standards (TAS) <http://www.tdlr.state.tx.us/ab/abtas.htm>. Be advised, the most recent Texas Accessibility Standards went into effect on March 15, 2012.

If you would like additional information, the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf>) actually has better instructions and user friendly diagrams for the placement of grab bars and the location of plumbing fixtures.

AACOG Project Inspector: Alicia Avila
Peñalver aavilapenalver@aacog.gov
Andre Fuhrman AFuhrman@aacog.gov
Homero Salinas HSalinas@aacog.gov

Please give the AACOG Inspector a minimum of 24 hours' notice for an inspection request.

All electrical, building, plumbing & HVAC trades shall obtain the appropriate permits and inspections for the work being under taken. If you are not sure what permits are required contact the building code enforcement official within the project's jurisdiction? If you are in a rural area without ongoing code enforcement policy, contact Homero Salinas <HSalinas@aacog.gov> for all required inspections.

Job notes and contract information:

The "sources" for these products have been listed as a convenience to you. You are under no obligation to obtain these specific products from the sources identified above. It is the contractor's responsibility to match the kitchen sink and faucet to the specific job requirements and needs of the client. Access durability, availability and ease of use by

the client of the unit should be the primary factors, in determining the correct fixtures to use. Please consult with end user of product.

Note: If the need arises to request a change order due to the unavailability of these products you will need to furnish all specifications and supporting documentation such as that listed above for the unit you are proposing to use. Any substitution shall be ADA compliant (Kitchen sink and faucet). No payment shall be made for any material, fixture and or accessory that are installed without written AACOG approval. If you have any questions/comments regarding these products please contact Homero Salinas HSalinas@aacog.gov

EXHIBIT D

2025 ASSESSMENT PRICING LIST

2025 ASSESSMENT PRICING LIST	
Item	AACOG Price
Assessment of Single-Family Dwelling Unit	\$452
Audit of Single-Family Dwelling Unit	NA
QCI Final Inspection of Single-Family Dwelling Unit	NA
On-Site Denial of Dwelling Unit	\$75
QCI Re-Inspections	NA
Pre-Assessments of Single-Family Dwelling Unit	NA
Pre-Assessment of multi-family property/complex	NA
Assessment of Multi-Family Complex	\$310
Audits of Multi-Family Complex	NA
Assessment of Multi-Family Downgraded to a denial	\$140