

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

September 12, 2014
DATE DRAFTED

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget

1 **WHEREAS**, the Human Services Department annually receives funding from the State of Wisconsin
2 Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible
3 low-income Rock County residents with their utility costs; and,
4
5 **WHEREAS**, a request for proposals was issued to administer this program in Rock County with Energy
6 Services, Inc. being the only entity to submit a proposal; and,
7
8 **WHEREAS**, Department staff reviewed the proposal which met all requirements of the specifications set
9 forth in the request for proposals; and,
10
11 **WHEREAS**, WHEAP funding is allocated on a federal fiscal year and a contract for \$365,069 with
12 Energy Services, Inc. would begin on October 1, 2014 and end on September 30, 2015 with the option for
13 up to two one-year extensions; and,
14
15 **WHEREAS**, awarded funding will be targeted for client services, general operations and outreach in the
16 community; and,
17
18 **WHEREAS**, the 2014 Budget would be amended to add an additional \$40,000 based on current
19 revenue and expenditure projections.
20
21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
22 this 25 day of September, 2014, does hereby award a contract to Energy Services, Inc. for
23 WHEAP Services in Rock County.

24
25 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2014 be amended
26 as follows:
27

Account/Description	Budget <u>9/12/14</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3614-0000-42100 Federal Aid	\$364,412	\$40,000	\$404,412
<u>Use of Funds</u>			
36-3614-0000-62119 Contracted Services	\$364,412	\$40,000	\$404,412

14-9B-117

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Respectfully submitted,

Human Services Board

Absent
Brian Knudson, Chair

Absent
Sally Jean Weaver-Landers, Vice Chair

Terry Fell
Terry Fell

Linda Garrett
Linda Garrett

Billy Bob Grahn
Billy Bob Grahn

Ashley Kleven
Ashley Kleven

Kathy Schulz
Kathy Schulz

Terry Thomas
Terry Thomas

Shirley Williams
Shirley Williams

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
4-0

Mary Mawhinney
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$40,000 in Federal Aid for the WHEAP program and awards the contract for WHEAP services to Energy Services, Inc. No County matching funds are required.

Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jerome A. Long
Jerome A. Long
Deputy Corporation Counsel

ROCK COUNTY, WISCONSIN
FINANCIAL SERVICES

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2014-52
PROJECT NAME WISCONSIN HOME ENERGY ASSISTANCE PROGRAM
PROPOSAL DUE DATE SEPTEMBER 4, 2014 – 12 NOON
DEPARTMENT HUMAN SERVICES

	ENERGY SERVICES FOR ROCK COUNTY BELOIT WI
2014-2015 BUDGET	\$365,096.00

PREPARED BY: Jodi Millis
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Energy Services for Rock County

Channian J. Ryne 9/19/14
Signature Date

GOVERNING COMMITTEE APPROVAL:

Terry Thomas 7-0 9-24-14
Chair Vote Date

Executive Summary

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget

The Human Services Department annually receives funding from the State of Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible low-income Rock County residents with their utility costs.

A request for proposals was issued to administer this program in Rock County. Energy Services, Inc. was previously awarded these funds and was the only entity to submit a proposal for this award. Department staff reviewed the proposal, which met all requirements of the specifications set forth in the request for proposals.

This resolution awards the contract to Energy Services, Inc. and also amends the 2014 Human Services Department budget to accept \$40,000 in additional funds through WHEAP. Funding is allocated on a federal fiscal year and a contract will be developed to begin on October 1, 2014 and end September 30, 2015. Rock County will have the option for up to two 1-year extensions.

The total contract amount will be \$365,069 for client services, general operations, and outreach.

Services provided by Energy Services will include:

- Publicizing a telephone number where persons can call for WHEAP information year-round and provide information on transportation to application site (s).
- Publicizing eligibility requirements, information on how to apply, location of application sites, times to apply, the availability of heating assistance, crisis assistance and weatherization.
- Provide outreach services to targeted population groups including high-risk households, the elderly, and the handicapped. This is to include assistance with the preparation and submittal of application by persons who are homebound. Provide an annual written detailed "Outreach Plan and Strategy" and "Coordination Plan" to Rock County Human Services Department.
- Establish a central location for the distribution and receipt of applications.
- Assure that all sites are accessible to all potential applicants including those with physical disabilities and that these sites are physically and geographically located throughout Rock County. Allow for flexible office hours to accommodate clients who cannot apply during normal business hours.
- Verify application information and supporting documents and certify that the application is correct. Enter certified application (s) into the WHEAP System.
- Resolve application and check issuance problems.
- Coordinate with other local agencies serving low-income persons.

No additional county funds are required.