

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

September 19, 2017  
DATE DRAFTED

**Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services**

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 heating and energy needs; 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 \$340,455 with Energy  
12 Services, Inc. would begin on October 1, 2017 and end on September 30, 2018 with the option for up to  
13 two one-year extensions; and,  
14  
15 **WHEREAS**, awarded funding will be targeted for direct client services, general operations and outreach  
16 in the community.  
17  
18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
19 this 28<sup>th</sup> day of September, 2017, does hereby award a contract to Energy Services, Inc. for  
20 WHEAP Services in Rock County.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson  
Brian Knudson, Chair

Sally Jean Weaver Landers  
Sally Jean Weaver Landers, Vice Chair

Karl Dommershausen  
Karl Dommershausen

Terry Fell  
Terry Fell

Linda Garrett  
Linda Garrett

Ashley Kleven  
Ashley Kleven

Kathy Schulz  
Kathy Schulz

Terry Thomas  
Terry Thomas

Shirley Williams  
Shirley Williams

17-9B-355

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FISCAL NOTE:

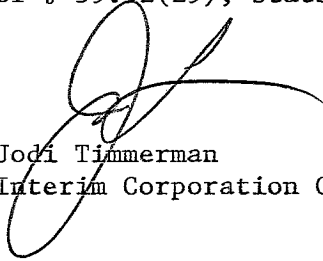
This resolution awards the contract for WHEAP services to Energy Services. This contract is funded by a pass-through grant from the State. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

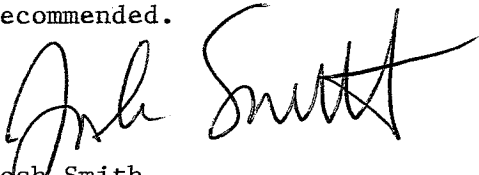
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to the bidding requirements of § 59.52(29), Stats.



Jodi Timmerman  
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## Executive Summary

### Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services

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 (RFP# 2017-48) 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.

Funding is allocated on a federal fiscal year and a contract will begin on October 1, 2017 and end September 30, 2018. Rock County will have the option for up to two 1-year extensions.

The total contract amount will be \$340,455 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.