Request for Proposals
Specification RFP10082014

for

Engineering Services for Specification Development
For CEDA Weatherization

Submittals from minority, women and disadvantaged business enterprises are encouraged.

Faxed, e-mailed or late bids will not be accepted.

<table>
<thead>
<tr>
<th>SUBMITTAL DEADLINE</th>
<th>SUBMIT</th>
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<tbody>
<tr>
<td>Wednesday, November 12, 2014 by 3:00pm</td>
<td>In a sealed envelope one (1) unbound original plus one (1) electronic copy (cd or flash drive)</td>
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<tr>
<th>DELIVERY BY HAND or MAIL</th>
<th>PRE-PROPOSAL CONFERENCE</th>
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<tbody>
<tr>
<td>CEDA-Receptionist</td>
<td>Wednesday, October 22, 2014 from 10:00AM-12:00PM at</td>
</tr>
<tr>
<td>208 S. LaSalle Street, Suite 1900</td>
<td>CEDA Central</td>
</tr>
<tr>
<td>Chicago, IL 60604</td>
<td>208 S. LaSalle Street, Suite 1900</td>
</tr>
<tr>
<td>Specification RFP10082014</td>
<td>Chicago, IL 60604</td>
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<tr>
<td>Attn: Procurement</td>
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SECTION 1 INTRODUCTION

The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency serving Cook County. It provides economic development and human service programs to address the needs of low-income County residents and the underlying conditions which cause those needs. CEDA provides a variety of services including but not limited to WIC, Emergency, Low Income Heating and Energy Assistance Program (LIHEAP), Housing and Weatherization. These services and many others are offered at CEDA seven Community Development Agencies.

The Illinois Home Weatherization Assistance Program (IHWAP) is designed to help low-income residents save energy and money while increasing the comfort of their homes. CEDA administers this program to low-income homeowners and qualified renters to help to make their homes more energy efficient.

SECTION 2 SCOPE OF SERVICE

CEDA is soliciting qualified firms for engineering to furnish on an “as needed” basis on-site energy audits, design and prepare construction specifications for the purposes of retrofitting multi-family unit buildings with a central boiler system and/or individual unit furnaces and/or domestic hot water systems. Weatherization shall include all energy consumption reducing measures as allowed by the Illinois Home Weatherization Assistance Program. Project sizes range from one or more buildings with five (5) or more units per building with an emphasis on heating systems and small boiler retrofits.

2.1 Responsibilities
Engineers are to produce an energy audit (an inspection of the energy use in the dwelling), as well as to design and prepare construction specifications. The construction specifications of all energy audit projects shall be in compliance with all applicable federal, state, city and local laws, except to the extent proper variances and exceptions have been obtained from the applicable agency with jurisdiction. Engineers are required to be familiar with the TREAT (Targeted Retrofit Energy Analysis Tool) software. TREAT is the energy audit software approved by the Department of Energy for multi-family audits.

The selected firm(s) will be required to participate in the following:

2.1.1 Site Visits
Proposers are required to do site visits on all properties. At the time of the site visit Engineers are required to access the dwelling and collect all the needed data to begin the energy audit.

2.2 Location and Time Frame
Engineers will be given a completed TREAT audit from CEDA. Once the audit is received CEDA expects a turnaround time of 5-7 business days to produce and submit the energy audit and construction specifications to CEDA.

2.3 Expected Goals and Outcomes
Proposers are required to furnish on an “as needed” basis energy audits, design and prepare construction specifications for the purposes of weatherizing multi-family units.

After a detailed engineering specification is completed, Weatherization will submit its project plan to Procurement to secure the bid for each multi-family project.

2.4 Contractor Qualifications
Proposers desiring to provide services must be certified or licensed as required by the City of Chicago and the State of Illinois. Proposers must be in possession of a current Professional Engineer License, Professional Engineer-in-Training License or be a Design Firm registered with the State of Illinois; OSHA and EPA certified are preferred.

Proposers must have knowledge of city, state, and federal codes including but not limited to:
- City of Chicago Building Code
• Chicago Energy Code
• American National Standards Institute (ANSI)
• International Energy Conservation Code
• Uniform Mechanical Code
• ASHRAE Standard 62.1 and 62.2
• Energy Star Standards
• Illinois Home Weatherization Assistance Program (IHWAP)
• Mechanical Code for State of Illinois and the City of Chicago
• Electric Code for State of Illinois and the City of Chicago
• NFPA Codes and Standards
• Environmental Protection Agency rules and regulations
• OSHA Regulations

2.5 Pre-Proposal Meeting
A pre-proposal meeting will be held on Wednesday, October 22, 2014, at CEDA Central, Suite 1900, Chicago, IL 60604 from 10:00AM to 12:00PM.

SECTION 3 EVALUATION PROCESS

Proposers must adhere to the following instructions.

3.1 Proposals Evaluation and Award
Proposals will be evaluated based on the quality of the Proposers’ academic credentials and/or demonstrated proven successful prior training classes. Evaluation of proposals is the sole responsibility of CEDA staff and based totally on CEDA’s assessment of responses. The CEDA Procurement Director reserves the right to award a contract or reject any or all proposals when, in her opinion, the best interest of CEDA will be served.

3.2 Investigations Prior to Proposal Award
CEDA may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such vendor, fails to satisfy it that such vendor is properly qualified to carry out the obligations of the contract.

3.3 Contract Award
This will be a multiple contract award. The proposers whose proposals, in the sole judgment of CEDA; most thoroughly meets the specifications outlined in this document while providing the most beneficial pricing to the agency.

CEDA reserves the right to reject any and all proposals, to accept proposals in whole or in part, and to waive any irregularities or defects in any proposal, should it deem such action to be in the best interests of CEDA.

3.4 Evaluation Criteria
Proposers will be evaluated on the following criteria:

3.4.1 Responsiveness of Proposal: Proposal has met all of the material submission requirements.

3.4.2 Technical Proposal
1. Qualifications of the firm.
2. Qualifications and experience of key personnel as evidenced by their credentials and relevant experience.
3. Quality of the proposed plan of action as evidenced by the level of understanding of the proposed RFP.
4. Quality of references as evidenced by relevant experience in projects of similar magnitude and/or scope of CEDA.
5. Financial capacity of the organization to undertake and successfully complete the services required.

3.4.3 Price Proposal
1. Reasonableness of Price Proposal

SECTION 4 SUBMISSION INSTRUCTIONS AND REQUIREMENTS

4.1 Proposal Documents
All terms, conditions, specifications and provisions included are included as a part of the requirements set forth in this document.

4.2 Document Submittal and Questions
Proposers must submit one (1) original and one (1) electronic copy (cd or jump drive) of their proposal. Proposals must be returned on the date specified on the cover page. Proposals must be submitted to: CEDA, 208 South LaSalle, 19th Floor, Chicago, IL. Receptionist Desk, Attn: Procurement. Documents will be date and time stamped; late proposals will not be accepted.

Proposers should submit questions to Shawnee Little via email at slittle@cedaorg.net. Questions will be accepted until October 31, 2014 by 3:00pm. Oral interpretations of this RFQ are not binding.

4.3 Ambiguity, Conflict or Other Errors in the RFP
If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals, it shall immediately notify the Department of Procurement of such errors in writing and request modification or clarification of the document. Procurement will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the Department of Procurement.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

4.4 Submittal Requirements
Provider’s proposal must contain:

4.4.1 Submittal Responses
All exhibits and forms must be completed full; these must include original signatures and notary (if applicable).

4.4.2 Technical Qualifications
a. Qualifications of the Firm
Contractor responses must provide a narrative listing the qualifications and experience that allow him/her to provide this service. Include a description of the firm’s history and experience. Firms should also include all prior City of Chicago and Cook County Experience.

b. Qualifications and Experience of Key Personnel
Contractor must include the number of staff in the company, the number of licensed architects and engineers that are on staff and their years of experience. Provide resumes a summary of key personnel who will be assigned to the project, listing education, professional associations (if applicable) and professional experience.

c. Proposed Plan of Action
Provide a written narrative detailing your firm’s approach and methodology for accomplishing the tasks identified in this RFP. Include a summary of your understanding and experience in
coordinating projects with regulatory agencies, other governmental agencies and with community stakeholders as applicable.

d. Proposer References
Provide sufficient information to allow CEDA to obtain references related to at least three (3) projects of similar scope that have been successfully completed within the past five (5) years that illustrate the Proposer’s ability to perform services required for this engagement. The projects referenced must include the names of key personnel responsible for the projects. For each referenced project, provide the following information:
1. Project name and location.
2. Name, address, and telephone number of the project owner’s representative for the project.
3. Scope of services provided.
4. List of projects in the last five years that you have completed that are similar in character, cost and size.
References may be checked at the discretion of CEDA at any time.

e. Financial Capacity
Provide audited financial statements for the last two (2) years. Statements shall include at a minimum balance sheet, auditor’s notes, and income/loss schedule.

4.4.3 Price Proposal
The Proposer shall provide a cost proposal for Engineering Services requested in this RFP. The cost proposal shall include all costs and expenses necessary to provide the services outlined in this RFP including travel. Additional lines if needed.

Provide hourly fees for all personnel who may be assigned to projects for the following services:

a. On-site space and water heating equipment audit with general recommendations and approximate energy savings.

b. Energy audit software to calculate Savings to Investment Ratio (SIR) of space and water heating equipment repair and/or replacement and architectural measures including but not limited to air-sealing, insulation installation and window replacement.

c. Equipment and construction specifications.

d. Additional field visits as necessary.

Proposer shall submit a price proposal in the following format, based on a cost per hour.

<table>
<thead>
<tr>
<th>*Team Member</th>
<th>Cost of Services</th>
<th>Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Engineer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mileage

| Mileage               | $.56 per mile    |

*if the titles are different please include the correct names
SECTION 5 PROPOSAL AFFIDAVIT

On behalf of _______________________________ I submit this proposal to the Community and Economic Development Association of Cook County, IL to provide Engineering Services as described in this document and exhibits.

I have full authority to bind _______________________________ to this proposal and the terms and conditions of this proposal.

____________________________________________________
Signature of President our Authorized Officer

____________________________________________________  ________________________
Title of President or Authorized Officer          Date

For questions regarding this response please contact:

____________________________________                              _________________________________
Name                                                                                                                      Title

____________________________________________________________
Telephone Number                                                 Fax Number                                                Email Address

Mailing Address, City, State Zip

NOTARY PUBLIC

On this day, __________________________________________ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed

This ______________ day of __________________________, ________________.

Notary Public in and for the State of ________________________________, County of ________________.

My commission expires ________________________________.

Notary Signature __________________________________________

AFFIX NOTARY SEAL:
EXHIBIT A
INSURANCE REQUIREMENTS

Vendors must advise CEDA of the limits it currently maintains of the types of insurance coverage set forth below, and must provide the CEDA with certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>MINIMUM ACCEPTABLE LIMITS OF LIABILITY</th>
</tr>
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<tbody>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory-State of Illinois</td>
</tr>
<tr>
<td>Employers</td>
<td></td>
</tr>
<tr>
<td>a. Each Accident</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>b. Each Employee Disease</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>c. Policy Aggregate Disease</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>Employers</td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td></td>
</tr>
<tr>
<td>a. Per Occurrence</td>
<td>$1,000,000.00</td>
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<tr>
<td>b. General Aggregate</td>
<td></td>
</tr>
<tr>
<td>1. General Aggregate-Per Project</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>2. General Aggregate Products Completed Operations</td>
<td></td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Fire Legal Liability (any one fire)</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Medical Expense (any one person)</td>
<td>$50,000.00</td>
</tr>
<tr>
<td></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Umbrella Excess Liability (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)</td>
<td>$2,000,000.00 over Primary Insurance</td>
</tr>
<tr>
<td></td>
<td>$1,000.00 retention for Self-Insured Hazards Each Occurrence</td>
</tr>
<tr>
<td>Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
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CEDA must be named as additional insured on this coverage as well as on Umbrella Liability. Vendor must name the following as additional insured on all certificates of insurance:
- CEDA, its board members, officers, employees, agents and consultants.
- All insurance companies must be rated A-VIII or better by the A. M. Best Company.
- Vendor’s assumption of liability is independent from, and not limited in any manner by, the Vendor’s insurance coverage obtained pursuant to this Proposal, or otherwise. All amounts owed by Vendor to the CEDA as a result of the liability provisions of the Contract shall be paid on demand.
EXHIBIT B
CONTRACTOR'S AFFIDAVIT

Contractor

Contractor Address

Contractor Telephone Number

Instructions:
FOR USE WITH ALL CONTRACTS. Every Contractor submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor's Affidavit. In the event the Contractor is unable to certify any of the statements contained herein, the Contractor must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

Company Name

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title
All bidders/proposers/contractors shall provide the following information with their bid/proposal/contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

1. Date of application: ________________________________________________________________
2. Company: ________________________________________________________________________
3. Parent Company: __________________________________________________________________
4. Contact Name: ___________________________________________________________________
5. Street Address: _____________________________________________________________________
6. Mailing Address [if different]: ____________________________________________________
7. Telephone (1): ____________________________________________________________________
8. Telephone (2): ____________________________________________________________________
9. Fax Number: _____________________________________________________________________
10. Website Address: __________________________________________________________________
11. E-mail Address (include name): _____________________________________________________
12. Employer’s Federal ID# / Social Security #: ____________________________________________
13. DUNS #: _________________________________________________________________________

Contractor is a [ ] Corporation [ ] Sole Proprietor [ ] Partnership [ ] Not-For-Profit
[ ] Joint Venture [ ] LLC

Date Business Started: ________________________________________________________________

SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations

a. Incorporated in __________________________

b. Authorized to do business in the State of Illinois [ ] Yes [ ] No

c. Names of all officers and directors of corporation (or attach a list)

Name & Title
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Engineering Services
RFP10082014
CEDA Weatherization
SECTION 2. Partnership

If the bidder/proposer is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<table>
<thead>
<tr>
<th>Name of Partners</th>
<th>Percentage of Interest</th>
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SECTION 3. Sole Proprietorships

a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:
   [ ] Yes   [ ] No    If “No,” complete items b and c.

b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

<table>
<thead>
<tr>
<th>Name(s)</th>
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   c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

<p>| |</p>
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SECTION 4. Certification Regarding Suspension and Disbarment

The contractor certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statues, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above, and have not within a (3) year period preceding
this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

SECTION 5. Verification

Under penalty of perjury, I certify that I am authorized to execute this Contractor’s Affidavit on behalf of the Contractor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

___________________________________   ______________________________
Signature of President or Authorized Officer   Title

___________________________________
Date

NOTARY PUBLIC

STATE OF ________________________, COUNTY OF ____________________________,ss.:

On this day, personally appeared before me

___________________________________

Notary Public in and for the State of ______________________________.

My commission expires ________________________________________.

AFFIX NOTARY SEAL:
EXHIBIT C
DIVERSITY FORM

GENERAL PROPOSER INFORMATION:

1. Name of Company: ____________________________________________________________

2. Are you or your firm certified as a small, minority, female or disadvantaged business enterprise by a municipal, State or Federal agency?
   [ ] Yes [ ] No

3. If yes, answer the following:
   a. List agency: ________________________________________________________________
   b. Attach a copy of your certification letter.

4. Is your firm certified as a minority business by the Chicago Minority Business Development Council?
   [ ] Yes [ ] No

5. Is your firm certified as a female owned business by the Women’s Business Development Agency?
   [ ] Yes [ ] No

6. Attach a copy of your certification letter.

SUB-CONTRACTOR INFORMATION:

1. Are you using sub-contractors or suppliers certified as small, minority, female, or disadvantaged businesses? Yes______ No________

2. If yes, please answer the following:
   a. What approximate percentage of work is performed by these subcontractors?
   b. What are the names of the firms?
   c. Please attach certification forms for all certified sub-contractors.
   d. What are the names of the firms used and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?
   e. What approximate percentage is that of the total dollar amount purchased?
   f. Please attach certification forms for all certified suppliers.

When contracting for goods and services preferences will be given to contractors who subcontract with small businesses, minority-owned firms and women owned enterprises.
EXHIBIT D
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, 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 under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of 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 such failure.

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 into 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

Engineering Services  
RFP10082014  
CEDA Weatherization
EXHIBIT E
BUSINESS INFORMATION AND REFERENCES

1. How many years has this company been in business? ______________________

2. Do you have a current business license? Yes _____ No _____
   In what City or Town is the company licensed? ______________________________

3. Please provide the name, telephone number and address of three references for jobs whose scope of work and dollar value are similar to that which is specified in this RFP. Please specify the type of work performed for the reference.

   Company/Agency Name ________________________________________________
   Address __________________________________________________________________
   Phone ___________________________  Contact _________________________
   Type of Business_____________________________________________________

   Company/Agency Name ________________________________________________
   Address __________________________________________________________________
   Phone ___________________________  Contact _________________________
   Type of Business_____________________________________________________

   Company/Agency Name ________________________________________________
   Address __________________________________________________________________
   Phone ___________________________  Contact _________________________
   Type of Business_____________________________________________________

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RFP10082014
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