



2026 RI WAP WEATHERIZATION CONTRACTOR APPLICATION AND QUALIFICATION PROCEDURES

Overview

This Contractor Application and Qualification document provides the procedures for weatherization contractors to apply and qualify for the RI WAP Contractor Roster. Weatherization contractors may apply for the Roster at any time during the program year, so it is an open enrollment process. In order to qualify for the Roster, Contractors must have the qualifications specified in the section of this document titled *Minimum Requirements for Weatherization Contractors*. Contractors must maintain all requirements in order to remain on the Roster. RI WAP reserves the right to modify the qualifications as necessary to serve the needs of the Program and its stakeholders. The Program will make every effort to give advance notice of such modifications and to assist current Contractors in obtaining any new qualifications. Contractors who are on the Roster are eligible to perform weatherization work for the six (6) RI Community Action Agencies.

Program Scope and Description

The RI Weatherization Assistance Program (herein referred to as RI WAP) provides weatherization services for low-income, single-family households located within the State of Rhode Island. Single-family households served may be located in structures containing between one and four dwelling units. Clients served include both owners and renters who meet income eligibility requirements.

By providing weatherization services, the Program aims to:

- Reduce energy consumption by installing weatherization measures and related repairs which improve the thermal efficiency of the home; and
- Enhance client health and safety by providing adequate ventilation, safely functioning combustion appliances, proper zonal pressures, and smoke/CO detectors.

Qualified CAP Agency energy auditors conduct weatherization audits on each household served. The work is contracted out to Contractors on the Roster and the work is completed according to Program specifications. CAP Agency Energy Auditors inspect the work and approve it for payment. The State and CLEAResult, the lead vendor for Rhode Island Energy's Income Eligible Services program, also inspects 10% of all completed work for compliance with RI WAP standards and specifications.

Program Funding

Weatherization funds are provided by the Department of Energy (DOE), the Department of Health and Human Services (HHS); and Rhode Island Energy (RIE) (formerly known as National



Grid). Federal funds are administered by the State of Rhode Island's Department of Human Services and the utility funds are administered by CLEARResult.

Single-Family Weatherization Work Synopsis

Each single-family weatherization job includes one or more measures to improve the energy and thermal efficiency of the home, and/or enhance the health and safety of the home's occupants. The most commonly called for measures include insulating and air sealing the building shell and ductwork, installing ventilation fans, making minor structural repairs, and installing such items as thermostats, carbon monoxide detectors, and smoke detectors. The work requires technical diagnostic testing including blower door testing, combustion safety analysis, and zonal pressure testing. Contractors are also required to arrange for specialty subcontractors such as plumbers and licensed electricians as required. All work uses an average price per measure which is established annually. Each job consists of measures identified by CAP Agency Energy Auditors through their complete weatherization audit. All work must meet all Program requirements and pass Program inspection in order to be approved for payment.

Contractor Application and Qualification Process

Contractors can apply for the Roster at any time during the program year by submitting the following completed documentation:

- Completed RI WAP Contractor Application, including references and all documentation specified therein
- Proof of insurance in the amounts specified
- Copies/evidence of appropriate business license(s); registration(s); and certifications(s)
- Description of Experience Questions

All documents should be submitted to:

Frederick Sneesby,

Administrator, Community Partnerships
Weatherization Assistance Program
RI Department of Human Services
25 Howard Avenue, Bldg. 57
Cranston, RI 02920
frederick.sneesby@dhs.ri.gov

By submitting application materials for the Roster, the Contractor accepts all terms and conditions specified herein, as well as all State and Federal regulations and requirements pertaining to the operation of the solicited services. The Program reserves the right to introduce additional terms and/or conditions as necessary.



Right to Reject and/or Cancel

The Program reserves the right to reject any or all applications if such a rejection is in the Program's best interest. Application and qualification on the Roster is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by the Program.

Evaluation Process

As Program needs and time permit, the Program will review all submitted materials for completeness. The Program may make such investigations (including contacting references, past clients, etc.) as deemed necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Program all such information for this purpose as the Program may request. The Program reserves the right to reject any application if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Program that the Contractor is properly qualified to carry out the contractual obligations and to complete the work contemplated therein.

Notification to Contractor

When the evaluation process is complete, the Program will inform the Contractor of qualification decision. If the Contractor is not qualified, the Program will explain the reasons for non-qualification; the Contractor may reapply at such time as it believes it has acquired the missing qualifications.

Initial Trial Job(s)

If the Program determines that a new Contractor meets all qualifications, the Contractor becomes eligible. If/when the Contractor is awarded its first job, this becomes the Contractor's trial job. The trial job must be successfully completed to the Program's satisfaction before the Contractor is eligible to work on future jobs. The Program may require the Contractor to complete one or more additional trial jobs in this same manner.

Suspension or Removal from Roster

The Program may remove a Contractor from the Roster at its discretion, should Program needs, procedures, funding, or requirements change. Further, the Program may remove a Contractor from the Roster should the Contractor at any time be out of compliance with the requirements of the Program, the state, or any other applicable guidelines governing the work.

Such reasons for removal include, but are not limited to, the following:

- Lack of current insurance, license, registration, or other certifications on file with the state and/or Community Action Agency;
- Failure to follow federal regulations, state laws, state codes or RI WAP program rules;



- Failure to notify DHS and CLEAResult offices prior to starting work, either by fax or e-mail. Work notifications should be sent to all field monitors, preferably via e-mail.

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Faxes for start work notifications must be sent, at a minimum, the day before work begins.

- Failure to follow Lead Safe Work Practices;
- Deficient performance in terms of quality of work, timeliness of completion, or customer service. Rude or vulgar language toward clients is not allowed. Three (3) or more valid complaints by a client or CAP Agency may be reason for suspension.
- Billing for work not performed;
- Conducting illegal activity while on the job site;
- Refusal to return to repair work under warranty;
- Any failure to meet financial obligations to Contractor's employees, subcontractors, suppliers, the homeowner, or CAP agencies.

Contractor complaints are documented by the Subgrantee on the *RI WAP Contractor Warning Notice*. A copy is sent to DHS and CLEAResult for review. DHS and CLEAResult will investigate all complaints. First infraction may result in a 14-day suspension from the program; second infraction 30 days and third infraction one year. The Program shall determine whether a Contractor who has been removed from Roster will be allowed to re-qualify for the Roster, and if so, the conditions and timeframe for this process.

Minimum Requirements for Weatherization Contractors

- Minimum Insurance Requirements
- Workman's compensation insurance is required
- General Liability - \$599,000 bodily injury
- General Liability - \$100,000 property damage
- RI Lead Safe Renovator/Remodeler license
- Training in Lead Safe Work (LSW) Practices
- OSHA Training (OSHA 10 for Workers; OSHA 30 for Crew Chiefs)
- Registered as a Lead Hazard Control Firm with the RI Department of Health
- Registered as a valid corporation with the RI Secretary of State
- The subcontractor must supply all tools and equipment necessary to perform the work, including a Blower Door and a Hepa Vac



- The subcontractor must be able to work with low-income and minority households in a professional manner
- Material standards must comply with Department of Energy (DOE) 10 CFR 440 Appendix A
- Pass RIE Background Check

Weatherization Work Specifications

A. Work Scope and Description. Each single-family weatherization job includes one or more of the following measures:

- Insulating attics, walls, underfloors, heating ducts and water pipes
- Air-sealing the building shell to reduce air infiltration
- Sealing the air handling system (supply and return ducts and boots)
- Combustion safety analysis
- Making minor repairs to protect the weatherization measures installed
- Installing windows and doors
- Installing bathroom and kitchen fans
- Installing whole house ventilation systems or dehumidifiers
- Installing programmable thermostats, carbon monoxide detectors, smoke detectors

Insulation measures include high density or “dense pack” (minimum 3.5 lbs. per cubic foot), installations using blowing machines that produce a minimum of 80” of water column (w.g.) as measured with air control open, and the hose plugged. Air infiltration reduction may include the techniques of dense-packing and pressure diagnostics. In addition to shell related air-sealing, Contractors shall use mastic and other materials to seal supply and return ducts and boots in all homes where forced air heating systems are present and air leakage reductions in the air handling system are possible. All attic cavity and floor insulation work in site-built homes shall include the sealing of all penetrations. In addition to the items listed, Contractors are required to arrange for specialists, such as plumbers and electricians, to perform specialty tasks. Contractors are required to provide knob and tube inspections by licensed electricians when this item is specified by the Program. Contractors are required to self-inspect their work upon completion, including blower door and other diagnostic tests to ensure target levels are reached. All jobs must pass Program inspection before becoming eligible for payment.

WAP Contractors are not responsible for furnace safety inspections and servicing or for major repairs.

A copy of the current RI Weatherization Field Guide will be provided upon acceptance onto the Roster.



B. General Guidelines. The Contractor will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary to perform the work. The Contractor shall be solely responsible for all methods, techniques, safety precautions, and procedures and for coordinating all portions of the work according to the following specifications and/or procedures:

- All applicable state and local building codes. The Contractor is responsible for obtaining all required permits.
- Explanatory notes and specifications included as reference along with the unit price list, the Work Order for the specific job, which contains specific measures and quantities, along with notes from CAP Agency or state program staff.
- Other verbal or written instruction from CAP Agency or state program staff during the course of the job.

If the Contractor performs any work contrary to such laws, specifications, ordinances, rules, regulations, and procedures, the Contractor shall assume full responsibility and shall bear all costs attributable thereto. If during the course of the job the work provided does not comply with the laws, specifications, ordinances, rules, regulations, and procedures, the Contractor shall take such corrective action as the Program may require.

C. Lead Safe Weatherization - To protect the health and safety of weatherization clients, their neighbors, and weatherization practitioners, Contractors shall utilize Lead Safe Weatherization on homes built prior to 1978, unless it has been determined by the Program that there is no lead present. Contractors need to be aware of and follow requirements of EPA and OSHA when working with homes built prior to 1978. For more information about Rhode Island's lead laws, including the requirement to notify the Rhode Island Department of Health prior to starting work, please refer to the following link:

<http://www.health.ri.gov/healthrisks/poisoning/lead/about/renovationrepairandpainting/>

D. Safety Data Sheets (formerly referred to as MSDS). Contractors shall maintain Safety Data Sheets (SDS) for all products used in the performance of the work in their office(s) and on all job sites. Contractors shall provide copies of the SDS to the Program upon request.

E. Warranty - All work (labor and materials) shall be warranted for a period of one (1) year. Contractors shall also provide customers with any manufacturer's warranties for all products installed by the Contractor.



F. Customer Service - Customer service is a priority of the Program. Contractors are expected to maintain positive customer relationships at all times.

- All Contractors must ensure that the Contractor's employees, subcontractors, and subcontractor's employees shall treat each customer with dignity and respect.
- Recognizing that customers may not be knowledgeable about weatherization work, the Contractor shall ensure customers are knowledgeable about the work that will be or has been done to their home.
- Contractors must communicate with customers regarding construction strategy and work schedule.
- Contractors must maintain a work environment that minimizes inconvenience to the household.
- Contractors must educate customers in how the proper use and care of the products and materials installed can help them save energy and money, the ways in which customers can maintain and extend the life of any installed products, and educate customers in the use and care of any customer adjustable products.
- Contractors must provide insulation certificates and product warranties and documentation to the household.

H. Work Authorization - All work must be authorized in advance by the CAP Agency. The CAP Agency will provide the Contractor with Hancock Energy System (HES) generated work orders that detail measures to be installed and individual unit costs. Any changes to the scope of work detailed in the work order must be authorized in advance by the CAP Agency. The Program shall not be responsible for any unauthorized work, nor for payment of such.

I. Inspection and Approval – The CAP Agency will inspect all completed work to determine compliance with all specifications, policies and procedures. The Program may also conduct in-progress inspections at its discretion. The Contractor may be required to attend inspections. The Contractor must correct any completed items which do not pass inspection. Only completed work that has passed inspection will be approved for payment.



RI WAP WEATHERIZATION CONTRACTOR APPLICATION

Company Name:	
Contact Name:	
Address:	
Business Telephone #:	
Cell Phone #:	
Email:	
Website:	

Please verify the following - Check all that apply:

- Registered with RI Building Contractor's Registration Board. Provide copy.
- Workman's Compensation Insurance. Provide copy of COI.
- Liability Insurance: minimum \$599,000 bodily, \$100,000 property. Provide copy of COI.
- RI Lead Safe Renovator/Remodeler License. Provide copies.
- Passed RI Energy Background Check.
- Owns all tools on "Minimum Tools" List
- Registered as a Lead Hazard Control Firm with RI DOH. Provide copy.
- Sample of weatherization work has been inspected and approved by a RI WAP technical monitor
- Provide copies of all BPI certifications.
- OSHA Training - OSHA 10 for workers, OSHA 30 for Crew Chiefs. Provide copies.
- Registered as a valid corporation with the RI Secretary of State.
- Registered as a Minority Business Enterprise (MBE) with the State of Rhode Island. Provide copy of MBE letter, if applicable.
- Copy of completed Equal Opportunity Statement.
- Copy of completed Statement Affirming the Use of Recycled Materials.
- Copy of completed Non-Collusion Statement.
- Proof of training certification for use of Two-Part Foam, and proof of PPE for workers. Provide copy of certification(s), if applicable.
- Copy of completed Certification Regarding Debarment and Suspension.
- Not on Excluded Parties List. <https://www.sam.gov/portal/SAM/#1#1>
- Completion of CLEAResult Covid-19 Health and Safety Training.



Please indicate which CAP agencies you would like to work for:

- BVCAP
- CCAP
- East Bay
- Community Action Partnership of Providence
- Tri-County
- Westbay

Are you a Minority, Women or Veteran Owned Business? Yes No
If yes, please check all that apply: Minority Women Veteran

Sign: _____

Date: _____



STATEMENT AFFIRMING THE USE OF RECYCLED MATERIALS

I, _____ Owner/Operator of _____
(Name of Weatherization Company), hereby certifies that my company will use recycled materials as often as possible.

Printed Name

____/____/20____
Date

Signature



LEAD-SAFE AGREEMENT

The contractor will have one person on each crew who holds a Rhode Island Lead Safe Remodeler/Renovator license.

The contractor agrees to practice Lead Safe Weatherization procedures on all homes. If the contractor fails to practice LSW, we will assume that contamination has occurred, and the contractor will be responsible for cleaning the affected areas and pay for a lead clearance test. The contractor agrees to hold the agency harmless in matters relating to lead.

Printed Name

____/____/20____
Date

Signature



NON-COLLUSION STATEMENT

1. By submission of a proposal, each applicant and each person signing on behalf of any applicant certifies, and in the case of a joint proposal each party thereto certifies, as to its own organization, under penalty of perjury, to the best of his knowledge and belief, that:

The prices in a proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the applicant prior to opening, directly or indirectly, to any other applicant or to any competitor; and,

No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

2. A proposal shall not be considered for award nor shall any award be made where (1) (a), (b) and (c) have not been complied with provided, however, that if in any case the applicant cannot make the foregoing certification, the applicant shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason therefore. Where (1) (a), (b) and (c) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the RI Department of Human Services (DHS) determines that such disclosure was not made for the purpose of restricting competition.

3. Any proposal hereafter made to DHS by a corporate applicant for work or services performed or to be performed or for goods sold or to be sold, where competitive bidding is required by statute, rule or regulation, and where such proposal contains that certification referred to in subdivision (1) (a) of the paragraph, shall be deemed to have been authorized by the Board of Directors of the applicant, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Applicant: _____

Address: _____

License # to do business in the State of Rhode Island: _____

Authorized Signature: _____ Date: ____/____/20____

Name (Print): _____ Date: ____/____20____



EQUAL OPPORTUNITY STATEMENT

_____ (Name of Weatherization Company) is committed to Equal Opportunity and Affirmative Action practices based upon the Civil Rights Act of 1964.

_____ (Name of Weatherization Company) hereby affirms and attests that no person, on the grounds of race, color, religion, national origin, sex, sexual orientation, age, handicap, political affiliation or belief, shall be excluded from participation in, be denied the benefit of, be subjected to discrimination under, or be denied employment in connection with any program or activity sponsored or receiving remuneration from _____ (Name of Weatherization Company).

In pursuit of this policy, _____ (Name of Weatherization Company) seeks to encourage all service vendors to pursue Equal Opportunity and Affirmative Action as well.

The undersigned hereby states that _____ (Name of Weatherization Company) is in compliance with this Equal Opportunity Statement in all of its business practices.

Printed Name

___/___/20___
Date

Signature



CERTIFICATION REGARDING LOBBYING

(Federal Register Vol.55. No. 38, dated February 26, 1990)
(Excerpt from Appendix A to 10 CFR 601)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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 any 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.

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- III, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 34, 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.

Name

____/____/20____
Date



CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned certifies, to the best of his or her knowledge that as an applicant to the RI WAP Roster, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department of agency, or by the State of Rhode Island;
- b. have not within a 3-year period preceding this application have been convicted of or had a civil judgement rendered against them for 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; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or for otherwise criminally charged by a government entity (Federal, State or Local) with commission of any offense enumerated in paragraph (b) of this certification; and;
- d. have not within a 3-year period preceding this application had one or more public transactions (Federal, State or Local) terminated for cause or default.

Name of Company: _____

Name of Official signing for the Company: _____

Signature of above Official: _____

Date signed: _____



For New Weatherization Contractors: Description of Experience

For Weatherization Contractors that have not worked in the program previously, on separate paper, please respond to the following questions about your company's experience and capabilities:

1. Describe your strategy for providing weatherization services noted in this documentation. What tasks do you intend to have your own crews perform, and what tasks do you plan to subcontract. Note any limitations of your company to provide these services.
2. List all relevant certifications (including dates) that your company has, including the required Lead Safe Weatherization (LSW) and Building Performance Institute certifications.
3. Describe your company's experience:
 - Working with lead paint in accordance with Lead Safe Weatherization practices
 - Using the blower door to perform pressure diagnostics and air sealing
 - Installing insulation, including experience and equipment for installing high density insulation
 - Combustion safety testing
4. Describe your company's current capacity to perform single-family weatherization jobs as described in this documentation. Approximately how many jobs can your company complete in a month? What capabilities do you have to scale up to handle more jobs if necessary? Attach a copy of each relevant certification your company has (BPI, LSW, etc.)



Past Completed Weatherization Jobs

Please include information about three single-family weatherization jobs your company has done in the past.

(1) Customer: _____

Phone Number: _____

Address: _____

May we contact the client? _____

Approximate \$ Amount: _____

Description of Weatherization work:



(2) Customer: _____

Phone Number: _____

Address: _____

May we contact the client? _____

Approximate \$ Amount: _____

Description of Weatherization work:



(3) Customer: _____

Phone Number: _____

Address: _____

May we contact the client? _____

Approximate \$ Amount: _____

Description of Weatherization work:

REQUIRED TOOLS FOR WEATHERIZATION CONTRACTORS

- Basic hand tools, hammer, nail set, screwdrivers, utility knife, small flat pry bar, extension cord, gas match
- Blower door
- Retrotech Smoke Gun
- Insulation Blowing Machine
- Brultech electric meter/monitor
- Carbon Monoxide Tester (Bacharach Monoxor II)
- Combustion Test Kit (efficiency test complete with draft, thermometer, oxygen or CO2 and smoke testing)
- Combustible Gas Detector (Tif 8800)
- Cordless electric drill (12-15 AMP minimum) complete with drill bits, screw driver bits
- Electric Tester (Tic tester) for testing wiring
- Flash light
- Folding or telescoping ladder, 6 ft. folding jump ladder or step ladder, 12-16 ft. extension ladder
- GFI tester (tester for ground fault interrupter)
- Lead swabs
- Measuring tape (two kinds – 20-25 ft. and 50-100 ft.)
- Mirror
- Pocket Thermometer
- Safety Glasses and Dust Mask
- Stainless Steel Flame Mirror
- Zip tool for vinyl siding
- Thermography Scanner
- Digital Camera
- See Snake
- Fan Flow Meter
- Personal Protective Equipment (PPE) for Two-Part Spray Foam
- Shroud for saw
- Wet Sprayer for lead safe work practices
- Infrared Camera
- 4-Gas Monitor for Confined Space testing
- PPE for weatherization workers