Weatherization Assistance Program: Contractor and Subcontractor Q&A Sheet

This document provides answers to frequently asked questions to help contractors and subcontractors understand the requirements and expectations for participating in the Weatherization Assistance Program (WAP) with Community Action of Allegan County (CAAC).

General Procurement Standards and Competition

Q: What are the general procurement standards for this program?
A: *Community Action of Allegan County (CAAC) is committed to conducting all procurement transactions in a manner that provides full and open competition, in accordance with federal Uniform Guidance (2 CFR 200 and 45 CFR 75) and CSPM 409*

Q: Are there any conflict-of-interest rules I should be aware of?
A: *Yes, you must disclose any potential conflicts of interest as defined by 2 CFR 200.318(c) and 45 CFR 75.327(c). Weatherizing properties owned or operated by the grantee, or its subsidiaries is strictly prohibited due to inherent conflicts of interest.1 Grantee staff or board members receiving WAP services require higher oversight, and internal policies must mitigate such conflicts.*

Q: How does CAAC ensure transparency in the procurement process?
A: *CAAC maintains comprehensive records detailing the entire history of the procurement process. Submitting misleading or inaccurate information can lead to disqualification at any stage of the procurement process.*

Specific Submission Requirements and Deadlines for the RFP

Q: What are the submission instructions for the proposal?
A: *The complete proposal package must be sealed and clearly labeled on the exterior.*

- ***For Hard Copy Submissions:*** *Deliver one (1) original and two (2) copies in a sealed envelope to Community Action Allegan County, 323 Water Street, Allegan, MI 49010, addressed to "Attn: WEATHERIZATION CONTRACTOR PROPOSAL".*
- ***For Electronic Submissions:*** *Send via email to wx@communityactionallegan.org. The subject line must be "WEATHERIZATION CONTRACTOR PROPOSAL". All required attachments should be compiled into a single PDF file. If multiple PDF files are necessary due to size limits, they must be clearly labeled (e.g., 'Company Name_RFP_AttachmentA.pdf'). Multiple copies are not required for electronic submissions.*

Q: What is the deadline for proposal submission?
A: *All proposals, whether hard copy or electronic, must be received by Thursday, September 19, 2025, by 3:00 PM.*

Q: What happens if I submit a proposal?
A: *By submitting a signed proposal, you acknowledge and accept all terms and conditions outlined in the solicitation. Please note that Community Action Allegan County reserves the right to reject any and all proposals.*

Required Forms and Documentation for Submission

Q: What forms do I need to complete and sign my proposal?
A: *You must complete and sign the following forms, with accompanying documentation where specified:*

- *Proposal/Bid Sheet*
- *Community Action of Allegan County Contractor Profile (Attachment A)*
- *Central Registry Clearance Request Form (Attachment B), along with a copy of a photo ID, for the owner and all employees/subcontractors directly involved in providing services.*
- *Employee-Contractor Background Check Form (Attachment C) for the owner and all employees/subcontractors directly involved in service provision.*
- *Certification Regarding Debarment, Suspension, and other Responsibility Matters (Attachment D).*
- *Non-Collusion Affidavit (Attachment E).*
- *Certification of Compliance - Iran Economic Sanctions Act (Attachment F).*
- *Selection Points Criteria (Attachment G).*

Required Licenses, Certifications, and Insurance

Q: What licenses are required for contractors? (If applicable)
A: *You must submit copies of all requisite licenses. This includes a State of Michigan Builders License Number. If applicable to your scope of work, you also need an HVAC, Plumbing, Roofing, Mechanical, or Lead Abatement Contractor License. For Retrofit Installers and Crew Leaders, a Residential Builders License or a Residential Maintenance & Alterations License is required. Mechanical contractors must possess a Mechanical License or a Boiler License.*

Q: What certifications are required?
A: *You must submit copies of the following certifications:*

- *BPI certification*

- *EPA RRP Lead Renovator Certification. For work in pre-1978 homes, the EPA's Lead Renovation, Repair, and Painting (LRRP) Certification is mandatory, including an EPA FIRM license for companies and certified renovators for individuals.*
- *DHHS Lead Safe Work Practices Training.*
- *OSHA 10-hour or similar training. All Weatherization Job Task Analysis (JTA) staff (Retrofit Installers, Crew Leaders, Energy Auditors, and Quality Control Inspectors) must also complete specialized Health & Safety training and OSHA 10-hour (or 30-hour) training.*

Q: **What insurance types are mandatory, and what are the requirements for additional insured?**
A: You must submit documentation of the following insurance types:

- Commercial General Liability Insurance (Mandatory).
- Worker's Compensation Insurance (Mandatory).
- Automobile Liability Insurance (Mandatory).
- Pollution Occurrence Insurance (if applicable).
- Professional Liability Insurance (if applicable).
- Cyber Liability Insurance (if applicable).

Minimum coverage amounts will be specified in the final contract. While Pollution Occurrence Insurance (POI) is not strictly required, the Department of Energy (DOE) strongly recommends it. If POI is purchased with DOE funds, it cannot exclude lead coverage.

Requirements for the Unit Price List

Q: What are the requirements for the Unit Price List?
A: *You must submit a comprehensive Energy Programs Unit Price List Sheet, typically attached to the "CAAC WX Contractor Price sheet". You may also submit a current unit price list from another recognized Community Action Agency, provided it demonstrates a comparable scope and pricing structure to CAAC's requirements. Every item listed must have an associated price; proposals with any required blank items will be considered incomplete and may be rejected. All submitted prices must be all-inclusive, covering all associated costs such as labor, materials, permits, job site cleanup, and overhead. All materials utilized must comply with federal, state, and local specifications, including federal recycled materials specifications for cellulose insulation.*

Q: What is the warranty period for materials and labor?
A*: An eighteen (18) month warranty on both materials and labor is required. This warranty period commences from the date the Grantee formally accepts the work, following a successful inspection.*

Requirements Related to Lead-Based Paint (LBP) and the Provision of the Lead Pamphlet

Q: What are the requirements for working with lead-based paint (LBP)?
A: *The Environmental Protection Agency's (EPA) regulations, specifically 40 CFR Part 745 (the Renovation, Repair, and Painting, or RRP Rule), must be meticulously followed for all weatherization work conducted in pre-1978 housing that disturbs any surface. All such installation work must be overseen by EPA certified renovator.*
shell contractor companies and agencies that employ crews are mandated to hold the EPA firm license. Only expenditures directly associated with lead-safe work practices for surfaces

Q: What documentation is needed for LBP work?
A*: Comprehensive documentation is required in the client file, including the Certified Renovator's certification, records of any training provided on-site, a description of specific actions taken, lead testing and assessment documentation, and photographs of the site and containment setup.*