



Guide to Weatherization Contractor Applications

For contractors interested in joining the Weatherization Assistance Program, it's crucial to understand the application processes. This guide outlines the processes, explains what a successful application looks like, and links to example application forms for weatherization contractors.

TYPES OF APPLICATION PROCESSES

The application process for becoming a weatherization contractor can vary depending on the state or local agency. It typically includes either applying to be on a contractor list, responding to specific Requests for Proposals (RFPs), or bidding on a specific individual project.

- **Contractor Lists:** Some programs maintain lists of approved contractors for weatherization work. To get on these lists, contractors typically need to submit an application demonstrating their qualifications and experience.
- **Requests for Proposals:** Agencies periodically release RFPs for specific weatherization projects. Often, these project contracts will have a duration of a year or longer. Contractors can submit bids for these projects, detailing how they would complete the work and at what cost. These RFPs will also require an application and detailed bids that include complete material and labor cost estimates.
- **Per-Job Bids:** Apart from RFPs, some local agencies offer per-job bids, where contractors can bid for specific single-family or multifamily weatherization projects. These bids require contractors to provide project-specific details, similar to RFP responses, but often with a focus on the unique aspects of the individual job.



THE APPLICATION PROCESS

Regardless of which application type is used in your state, or by the specific agency you are seeking to work with, there are a few steps you will need to go through

Finding Applications and Requests: Regularly check with state or local weatherization programs and government procurement websites for updates about new applications, bids, or RFPs. You can also find these in local newspapers, social media sites, and job boards. These RFPs may also be called Requests for Applications (RFAs) or Requests for Quotes (RFQs). These documents will contain all the information you need to submit an application and bid on a project.

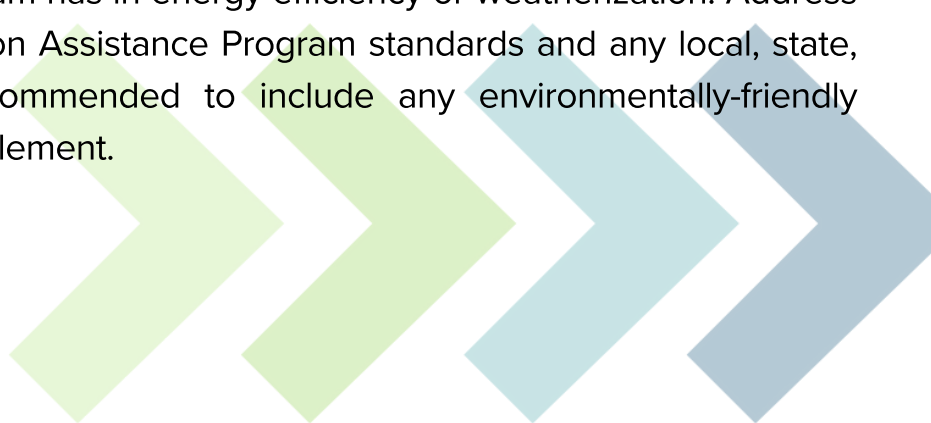
TIP: Visit GreenWorkforceConnect.org to find weatherization employers near you.



Understanding the Application: Carefully read the application to understand the scope of work, project specifications, eligibility criteria, and submission deadlines. Pay special attention to any specific requirements or preferences the requesting organization might have.

Preparing Bid and Price Sheets: Along with your application, you'll often need to include a bid sheet or price sheet. This should detail your proposed costs for labor, materials, and other expenses. Ensure that your pricing is competitive, yet realistic, reflecting both value and quality. Avoid common errors like underestimating material costs or overlooking indirect expenses, such as transportation or equipment rental. Ensure your bid reflects all potential costs accurately.

Preparing Your Proposal: Outline how you intend to meet the project requirements, including your approach, timelines, and any unique aspects of your service. Demonstrate your experience or qualifications for the project. Include any relevant certifications and references. Highlight any specific expertise your team has in energy efficiency or weatherization. Address how you will comply with Weatherization Assistance Program standards and any local, state, or federal regulations. It is also recommended to include any environmentally-friendly practices or innovations you plan to implement.



Submitting Your Proposal: Before submitting, double-check your proposal for completeness and accuracy. Ensure all required documents are attached and that you responded to every requested item in the RFP or application guidelines. Follow the submission guidelines precisely. This may involve submitting your proposal and bid sheet through an online portal, via email, or in a sealed envelope, depending on the application requirements.

Follow-Up: After submission, keep track of the timeline and don't hesitate to reach out to the agency for any updates. Some organizations might require an interview or bidder's meeting as part of the selection process. Also, certain procurement requirements may allow for price negotiation after the bid. If there are opportunities for a post-submission interview or a bidder's meeting, prepare to effectively communicate your proposal's strengths and answer any questions.



TIPS FOR A STRONG APPLICATION

Build Relationships: Networking with local weatherization programs and agencies can be invaluable. Establishing a good relationship can help you hear about upcoming projects and gain a better understanding of specific community needs.

Provide a Detailed and Comprehensive Proposal: Ensure all aspects of your proposal are detailed and address all the information requested. Make your proposals clear and easy to understand, avoiding technical jargon where possible.

Be Responsive to the Request: Tailor your proposal specifically to the requirements and preferences stated in the application or bid request. If available, provide references or case studies of previous work to showcase your ability to deliver quality results.

Offer Competitive Pricing: Know how your application will be evaluated. Price is important, but so is reliability, quality of work, and adherence to schedules. Your bid sheet should be competitive but also realistic, reflecting the quality of your services and covering all costs.





EXAMPLE APPLICATION FORMS AND REQUESTS FOR PROPOSALS

To help you better understand the application process and provide a practical reference, we've compiled a selection of example application forms and other helpful resources. These examples from various states and organizations illustrate the range of application formats and requirements you may encounter.

Whether you're looking to pre-qualify as a weatherization contractor, join an approved contractor list, or respond to a specific RFP, these resources can offer guidance and a starting point for your own applications:

**Illinois DCEO Weatherization Contractors
Pre-Qualification Questionnaire**



**Kentucky Approved Weatherization
Contractors List Application**

**GETCAP Weatherization Request for
Proposal - Construction**



**National Association for State Community
Services Programs (NASCCSP) Sample RFPs**

**DOE Weatherization Assistance
Program Procurement Resources**

