WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
WEATHERIZATION ASSISTANCE PROGRAM
INTEREST FORM APPLICATION
FOR
WEATHERIZATION INSTALLERS, HVAC CONTRACTORS, ENERGY AUDITORS AND QUALITY CONTROL INSPECTORS

SERVING WAYNE COUNTY
INTRODUCTION

Wayne Metropolitan Community Action Agency (Wayne Metro) is seeking individuals and companies who are interested in working with the Weatherization Assistance Program, including those who may not meet the minimum requirements to submit a Request for Proposals as a Weatherization Installer, HVAC Contractor, Energy Auditor, or Quality Control Inspector at this time.

The current Request for Proposals can be found at waynemetro.org/partners/.

Wayne Metro has potential opportunities to offer free education, training and resources to get interested Applicants working within the program as quickly as possible.

WHO SHOULD APPLY

Prospective bidders who do not meet all of the requirements listed in the current Request for Proposals, or those who are unsure if they meet the requirements, should complete this application. If your application is accepted, you may be able to receive the guidance and services necessary to participate in the program.

HOW TO APPLY

Complete the application below and submit it via email to contractor@waynemetro.org:

Applications may also be mailed or delivered Monday – Friday between 9:00 a.m. – 4:00 p.m. to:

Wayne Metropolitan Community Action Agency
Weatherization Assistance Program – Training Application
138 Cortland
Highland Park, MI 48203

Applications will be reviewed in the order they are received. Applications will be collected until the Agency determines that a sufficient number has been obtained in relation to the resources available.

APPLICATION REVIEW PROCESS

Wayne Metro will review all applications received. One or more orientations will be scheduled, depending on the number of Applicants, the extent of services needed by Applicants and the needs of the Agency.

ORIENTATION PROCESS

Applicants will be notified of the date of the General Orientation Session. During the orientation, Agency staff will provide further details about the Weatherization Program, answer questions and assist Applicants in developing a Plan of Action based on information obtained from the applications. Applicants will receive a copy of the Retention Agreement which is required by the Agency to participate.

Attendees of the General Orientation Session who decide to proceed can submit the signed Retention Agreement to contractor@waynemetro.org. Wayne Metro will then assign a specific Agency contact who will work directly with the Applicant.
PROGRAM SCOPE

The scope of the program will be determined by the needs of each Applicant. Services available to Applicants could include, but are not limited to, the following:

- Free classes through the State of Michigan, MiTec and the Building Performance Institute to assist Applicants in obtaining the necessary certifications
- Potential lease-to-own equipment services through the Agency
- Education and professional contacts for Applicants who do not meet the minimum insurance requirements.
- Paid work experience through supervised Weatherization jobs

The Agency makes no guarantees about which services, if any, an Applicant will receive. Availability of services is based on a variety of factors, including Applicant need, Agency priorities, funding availability and other criteria.

APPLICANT REQUIREMENTS AND RESPONSIBILITIES

Applicants who wish to participate will be required to sign a Retention Agreement. The Retention Agreement is required to prevent the wasteful use of funds and resources. The use of the Agreement helps ensure that the Agency provides services to Applicants who are serious about working with the Weatherization Program. The Retention Agreement will be for the duration of at least one year. The Agency reserves the right to determine the duration of each Agreement. Depending on the length of time needed for training or any other relevant factor. Applicants may be required to sign an updated Retention Agreement.

Responsibilities of each Applicant include, but are not limited to:

- Attending scheduled trainings, classes and meetings on time
- Making demonstrable progress on their Plan of Action
- Promptly notifying the Agency of any circumstances that may affect the Applicant’s satisfactory participation in the program
- Abiding by all agency and program rules

AGENCY REQUIREMENTS AND RESPONSIBILITIES

The Agency will use the designated resources available to onboard Applicants in the most efficient manner possible. The agency will help Applicants complete their Plan of Action, understand the RFP process, obtain relevant certifications/training and meet the minimum requirements to be placed on the Weatherization Roster. Qualified Applicants will become eligible to be awarded Weatherization jobs.

WEATHERIZATION JOBS

Applicants can become eligible to receive paid Weatherization jobs once they have obtained the required certifications, classroom training and any other requirements as determined necessary by the Agency. This work will be supervised by experienced Weatherization professionals through the Agency and/or State. The award amount for each house weatherized will be determined by applying an averaged price list derived from all qualified contractors on the current Roster to the given job’s scope of work. Applicants must agree to perform work at the averaged prices.
ABOUT THE WEATHERIZATION ASSISTANCE PROGRAM

Wayne Metro administers the U.S. Department of Energy’s (DOE) Weatherization Assistance Program (WAP) in Wayne County. WAP reduces energy costs for low-income households by increasing the energy efficiency of their homes. WAP prioritizes services to the elderly, people with disabilities, and families with children. Clients served include both owners and renters who meet income eligibility requirements.

By providing weatherization services, the Weatherization Assistance Program aims to:

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

A certified Energy Auditor conducts a weatherization audit on each household served and derives the scope of work for the job. The work is awarded to Contractors competitively selected to be on the Weatherization Program Roster through this RFP process and through the award procedures described herein. Contractors complete the work according to specifications described herein. A QCI Certified Inspector will inspect the work and approve it for payment.

The most common Weatherization measures are listed below:

- Health and Safety Measures
- Major Bypasses
- Duct Sealing/Repair/Replacement
- Duct Insulation (in unconditioned areas)
- Attic Insulation
- Knee Wall Insulation
- Wall Insulation
- Infiltration/Exfiltration
- LED Light Bulbs
- Band Joist (“Sill Box”) Insulation
- Floor Insulation
- Perimeter Insulation
- Refrigerator Replacement
- Domestic Hot Water Tank (DHW) Replacement
- Furnace Replacement

ABOUT WAYNE METROPOLITAN COMMUNITY ACTION AGENCY

Founded in 1971 Wayne Metropolitan Community Action Agency (Wayne Metro) is a 501(c)(3) non-profit organization serving approximately 35,000 low-and moderate-income residents throughout Wayne County. We provide over 60 programs in the areas of Quality Housing, Family Stability and Economic Opportunities. Our services include financial capability education, homeownership workshops, housing counseling, financial counseling, utility assistance, Head Start, GED preparation, free tax preparation, foreclosure prevention and homeless services.

Over the last five decades Wayne Metro’s Agency budget has grown from just under $1 million to over $40 million while continuing to maintain a low administrative rate of 8%, ensuring at least $0.92 of every funded or donated dollar is utilized for direct client services. Due to our client-centered services and fiscal responsibility, the State of Michigan appointed Wayne Metro as the Interim Communication Action Agency for the City of Detroit in 2013 with the designation becoming permanent in 2015.

Today, Wayne Metro supports all of Wayne County with more than 70 programs and over 800 employees. We are proud to serve our community as one of the most forward-thinking Community Action Agencies in the entire country.
WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
WEATHERIZATION ASSISTANCE PROGRAM – INTEREST FORM APPLICATION

Company Name (or individual):

Address:

Phone:

Email:

Type of Contractor:

☐ Weatherization
☐ HVAC
☐ Inspection Services

Business Structure:

☐ Corporation
☐ Partnership
☐ Sole Proprietor

Date Firm Was Established: ___________________________

Number of Employees (other than subcontractors): ___________________________

Principal Officer(s):

License/Tax ID #s:

Builder’s License #
HVAC License #
Tax ID #

Prior Weatherization Program Experience: ☐ Yes ☐ No

If yes, list years: ___________________________

Lead-Certified Firm: ☐ Yes ☐ No

Minority Owned Status: ☐ Yes ☐ No

Woman-Owned Status: ☐ Yes ☐ No

Owned Equipment:

☐ Blower Door
☐ Infrared Camera
☐ Construction Vehicle
☐ Alternative Power Source
☐ Insulation Hopper
☐ Ambient CO Monitor
☐ Flue Gas Meter
☐ Combustible Gas Detector

Do you currently have:

☐ Builders License
☐ Maintenance and Alteration License
☐ Mechanical Contractor License
☐ BPI Energy Auditor certification
☐ BPI Quality Control Inspector certification
Insurance – Please indicate if you meet the required minimum coverage listed below:

☐ Commercial General Liability Insurance
   Minimum Limits:
   $1,000,000 Each Occurrence Limit
   $1,000,000 Personal & Advertising Injury Limit
   $2,000,000 General Aggregate Limit
   $2,000,000 Products/Completed Operations

☐ Automobile Liability Insurance
   Minimum Limits:
   $1,000,000 Each Occurrence

☐ Workers’ Compensation Insurance
   Minimum Limits:
   $1,000,000 for bodily injury caused by accident
   $1,000,000 for bodily injury by disease

☐ Umbrella Policy
   Minimum Limits:
   $3,000,000 to apply over all liability policies, including but not limited to
   Commercial General Liability, Commercial Automobile Liability, and Workers’
   Compensation and Employer’s Liability

Please Check Any Areas of Prior Experience and Expertise that apply:

☐ Insulation Installation (Attic, Wall, Crawl and/or Sidewall)
☐ Furnace Repairs/Replacement
☐ Blower Door Experience
☐ Bypass / Air Sealing
☐ Zone Pressure Diagnostics and/or Combustion Appliance Zone Testing
☐ Home Inspections
☐ ASHRAE Fans
☐ Water Heater Repair/Replacement
☐ Lead-Safe Work Practices
☐ Reading / Understanding Work Orders
☐ Other (Describe):

Please list the number of years and provide brief details of experience/expertise noted above (ex. 7 years installing furnaces as employee of XYZ):
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List insurance Carriers: ____________________________________________________________

List Major Suppliers: ______________________________________________________________

List Your Business References:

Business Name: ____________________________  Business Name: __________________________
Contact Name: ____________________________  Contact Name: __________________________
Phone Number: ____________________________  Phone Number: __________________________

Please provide any other details you believe would be helpful in evaluating your application (optional):

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

I authorize the Wayne Metro Weatherization Assistance Program administrators to verify the above information and I certify that the above information is true and complete.

______________________________  _______________________
Signature                                Date