



Wayne Metropolitan  
Community Action Agency  
Established 1971

**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/](http://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](mailto: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](mailto: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:** \_\_\_\_\_  
Address City State Zip

**Phone:** \_\_\_\_\_  
Office Cell Fax

**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

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**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:**

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

**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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**WAYNE METROPOLITAN COMMUNITY ACTION AGENCY  
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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