

Dear Single-Family Weatherization Contractor:

Thank you for your interest in applying to be a contractor on the HomeWise Single-Family Weatherization Contractor Roster (Roster). Below is a description of the application process and instructions for the contractor roster.

- 1) Carefully read and review the HomeWise Single-Family Weatherization Contract, so that you understand the requirements of the program.
- 2) Complete and return application to:

Sherri Anderson
Program Analyst
PO Box 94725
Seattle WA 98124
- 3) After receiving a complete application, HomeWise staff will review it and contact you to conduct a preliminary phone screening. If it determined during that phone screening that you appear to have the appropriate qualifications, HomeWise staff will schedule an in-person interview. During that interview, HomeWise staff will determine if you have the appropriate experience to join the contractor roster. Contractors must have at least two years of weatherization experience and be able to demonstrate sufficient technical skill to successfully complete HomeWise jobs. In addition, contractors must demonstrate adequate capacity to meet administrative requirements, including prevailing wage requirements.
- 4) HomeWise staff will conduct reference checks if the interview is successful.
- 5) If adequate experience is demonstrated during the interview, and reference checks are successful, you will be assigned two probationary jobs. At that point, you must submit a complete Unit Bid Price Worksheet and a signed copy of the HomeWise Single Family Weatherization Contract. No jobs will be assigned until these documents are submitted.
- 6) During the probationary period, the applicant can only do one probationary job at a time. The applicant must successfully complete both probationary jobs before being added to the Roster. If during the probationary period, HomeWise has any concerns about the contractor's ability to perform successfully, the application will be denied and the contractor will not be added to the Roster.
- 7) After successfully passing the probationary period, the contractor will become a Tier II contractor, allowed a maximum of 5 jobs at one time. HomeWise will evaluate if the contractor should move to Tier I (10 jobs at a time) after a sufficient period of time has passed to evaluate the contractor's ability to handle additional jobs.