

**Community Action, Inc. (CAI)**

**Request For Proposal**

For the Pennsylvania Weatherization Assistance Program (WAP); Low Income Home Energy Assistance Programs (LIHEAP); and FirstEnergy Low-Income Usage Reduction Program (LIURP)

For the Period  
10-01-2025 to 09-30-2030

**INQUIRIES SHOULD BE DIRECTED TO:**

Tina Kephart, Weatherization Director

[tkephart@jccap.org](mailto:tkephart@jccap.org)

(814) 938-3302, extension 217

Community Action, Inc.

105 Grace Way  
Punxsutawney, PA 15767-1209

[www.jccap.org](http://www.jccap.org)

Misty S. Fleming, Chief Executive Officer

## **Proposal Guidelines**

### **TABLE OF CONTENTS**

#### **I. GENERAL INFORMATION**

A.	Purpose.....	1
B.	Who May Respond.....	1
C.	Instructions on Proposal Submission.....	1
1.	Closing and Submission Date .....	1
2.	Inquiries .....	1
3.	Conditions of Proposal .....	1
4.	Instructions to Prospective Offerors.....	1
5.	Right to Reject.....	1
6.	Small, Minority and/or Women-Owned Businesses .....	1
D.	Description of Entity.....	2

#### **II. SPECIFICATIONS**

A.	Scope of Services .....	2
B.	Performance.....	3
C.	Price.....	5
D.	Payment.....	5
E.	Confidentiality.....	5

#### **III. TECHNICAL QUALIFICATIONS**

A.	Certification .....	5
B.	Facilities/Equipment/Vehicles .....	6
C.	Evaluation .....	6

## **I. GENERAL INFORMATION**

### **A. Purpose**

This Request for Proposal (RFP) is to contract for energy conservation subcontractors to install energy saving materials/products in eligible Clarion and Jefferson County dwellings for the period October 01, 2025 – September 30, 2030. The contract may be extended for up to five years. The contract is contingent upon the receipt of State and Federal funds for the provision of weatherization/energy conservation services.

### **B. Who May Respond**

Any subcontractor may respond to this RFP and should only respond to the weatherization component which they are qualified. Subcontractors or their principals may not be debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in this transaction by any Federal department or agency.

### **C. Instructions on Proposal Submission**

#### **1. Closing and Submission Date**

Proposals must be received no later than 3:00 p.m. on September 8, 2025.

#### **2. Inquiries**

Please direct inquiries concerning clarification of this RFP to Tina Kephart via e-mail at [tkephart@jccap.org](mailto:tkephart@jccap.org) on or before August 27, 2025.

#### **3. Conditions of Proposal**

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by CAI. The RFP is not to be construed as a purchase agreement, contract, or a commitment of any kind with or by CAI.

#### **4. Instructions to Prospective Offerors**

The Offeror's Proposal must be emailed, mailed or hand delivered and addressed as follows:

Community Action, Inc.  
105 Grace Way  
Punxsutawney, PA 15767-1209

It is the responsibility of the Offeror to ensure CAI receives the proposal by the date and time specified above.

#### **5. Right to Reject**

CAI reserves the right to reject any and all proposals or accept multiple proposals. A contract to award will be based upon the factors described in this RFP.

#### **6. Small, Minority-and/or Women-Owned Businesses**

While not required, CAI encourages participation by Small, Minority-Owned, or Women-Owned Businesses.

An Offeror qualifies as a small business firm if it meets the definition of "small business" in the Electronic Code of Federal Regulations (13 CFR 121.201) as established by the Small Business Administration (SBA). SBA has identified a small-business by North

American Industry Classification System codes and can be reviewed at the following website: <https://www.law.cornell.edu/cfr/text/13/121.201>.

An Offeror qualifies as a minority and/or women-owned business if it meets the definition of “minority- and/or women-owned (small and large) businesses (MWOB)” in the Electronic Code of Federal Regulations (12 CFR 4.62). An MWOB is defined as firms at least 51 percent unconditionally-owned by one or more members of a minority group or by one or more women who are citizens of the United States. In the case of publicly-owned companies, at least 51 percent of each class of voting stock must be unconditionally-owned by one or more members of a minority group or by one or more women who are citizens of the United States. In the case of a partnership, at least 51 percent of the partnership interest must be unconditionally-owned by one or more members of a minority group or by one or more women who are citizens of the United States. Additionally, for the foregoing cases, the management and daily business operations must be controlled by one or more such individuals. Minority means any African American, Native American (i.e., American Indian, Eskimo, Aleut, and Native Hawaiian), Hispanic American, Asian-Pacific American, or Subcontinent-Asian American.

#### **D. Description of Entity**

CAI is a charitable 501(c)(3), non-profit corporation established in 1965 and has a successful history of delivering services, helping families achieve economic independence, and improving the community. An 18 member Board of Directors governs the Corporation. The administrative office is located at: 105 Grace Way, Punxsutawney, PA 15767-1209.

## **II. SPECIFICATIONS**

#### **A. Scope of Services**

The purpose of this RFP is to obtain the services of subcontractors who will install energy conservation measures in community residential dwellings throughout Clarion and Jefferson Counties for the Department of Community and Economic Development’s Weatherization Assistance Program (WAP), the Department of Human Services’ Low Income Home Energy Assistance Programs (LIHEAP) and FirstEnergy’s Low-Income Usage Reduction Program (LIURP), known as WARM. Energy conservation measures may include blown insulation (attic, wall, floor), attic ventilation (roof, gable vents), foam/caulk, replacement windows, replacement doors, exhaust fans, refrigerators/freezers, hot water heaters, and heating system/air conditioning unit clean and tunes, repairs, or replacements.

Materials must be new and the installation must meet CAI’s standards. Measurements for replacement doors and windows is the responsibility of the subcontractor. The subcontractor accepts all responsibility for workmanship and the actions of their agents/employees. Subcontractors will warrant and guarantee all equipment, construction, and installation against defective materials and workmanship for a minimum of twelve (12) months after final CAI inspection and acceptance.

The subcontractor’s responsibilities include, but are not limited to:

- Obtaining necessary certifications to ensure thorough understanding of building science and ability to conduct safety and diagnostic testing

- Verifying all work order quantities and dimensions
- Selecting fabrication processes and techniques of construction
- Coordinating work with all other trades
- Communicating material maintenance information in a responsive and customer friendly manner
- Providing electronic photographic documentation of installed materials and safety measures (use of PPE, lead safe practices, etc.)
- Performing work in a safe and satisfactory manner according to CAI, U.S. Department of Energy (DOE), the Pennsylvania Department of Community and Economic Development (DCED), the Department of Human Services (DHS) and FirstEnergy

Please refer to the “Department of Energy National Standard Work Specifications” found at <https://sws.nrel.gov/> prior to submitting bids to ensure understanding of weatherization work requirements.

Subcontractor(s) must communicate with CAI regularly via telephone or email, and immediately notify CAI if unable to complete a work order on time.

CAI will conduct quality control inspections at each dwelling following work completion. Each job has the potential for a third-party inspection following CAI’s initial inspection.

Subcontractor(s) must perform corrective actions for any failed inspection within fifteen (15) days after notification from CAI, and CAI reserves the right to remedy subcontractor work at the subcontractor’s expense.

## **B. Performance**

For employees assigned CAI work, subcontractors must provide to CAI copies of the following clearances/screenings: Pennsylvania State Police Criminal Record Check, Child Abuse History Clearance, FBI Fingerprint Clearance, and negative drug screening report.

Subcontractors and their agents/employees must comply with all provisions of applicable federal, state, and local laws, to include OSHA and EPA Lead-Safe health regulations and ordinances.

Subcontractors must comply with the Equal Employment Opportunity and Affirmative Action requirements as identified by the U.S. Department of Labor, Executive Order 11246, Section 202, as amended by Executive Order 11375, relating to Equal Employment Opportunity for all persons without regard to race, religion, sex, or national origin (see CFR 41 Chapter 60).

Work will be distributed to subcontractor(s) based upon the following criteria with no minimum quantity of work guaranteed:

- Ability to complete assigned work orders timely
- Quality of work performed and customer satisfaction
- Availability of trained employees
- Availability of work orders
- Availability of funding

### **HVAC Component:**

- Documented work experience and training certifications.

- Provide 24-hour emergency service for installed measures. Emergency service phone number must be included on the subcontractor's plate affixed to each unit installed.
- Respond immediately to no heat Crisis calls and communicate a plan of resolution within 18 to 48 hours and work to resolve the actual Crisis at the earliest possible date

**Appliance Component:**

- Strive to deliver appliances within 7-10 days from the date of the order
- Appliance shall be ENERGY STAR qualified
- Appliance will be installed in accordance with manufacturer specifications and local codes.
- Appliance will carry a minimum one-year warranty that will provide a replacement appliance if repeated issues relating to health, safety or performance occur.
- Remove all appliances being replaced from the property. Additional units at the property during two-for-one exchanges will be removed as well.
- At time of delivery, ensure customer is satisfied with the new unit before leaving the property. Ensure the unit is not damaged, that it is properly leveled and fits in the space without blocking access to light switches, cabinets, etc.
- Disable all replaced appliances with the removal of doors, locks, latches, etc. per local, state and federal laws. Materials contained in the old refrigerator such as aluminum, steel and copper shall be recycled and freon removed in accordance with local, state and federal regulations. Maintain certificates of destruction for all appliances removed from homes listing customer name, date of pickup, and model number. These records will be available upon request.
- Provide invoices and proof of deliveries timely, including pictures of the newly delivered appliance.
- Within the one-year warranty period, provide a 1-800 emergency number for customers who experience a malfunction between 5 p.m. Friday and 8 a.m. Monday ensuring appointments for repairs are made within 24 hours of customer notification and services are provided within 48 hours (or within 24 hours for customers who rely on refrigeration for critical medication)
- Provide CAI pictures and specifications of all appliances to provide customers with an overview of the product they will be receiving

Upon award, the successful Offeror will be required to add CAI to their insurance policy Additional Named Insureds and provide copies of Certificate of Insurance. At a minimum, the Offeror shall maintain the following insurance coverage during the term on this contract:

General Liability Completed Work Coverage

Bodily Injury and Property Damage	\$1,000,000
Each Occurrence	\$1,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
Each Person, Bodily	\$250,000
Each Occurrence, Bodily	\$500,000
Property Damage	\$250,000

Workers Compensation and

Employers' Liability

Each Accident	\$500,000
---------------	-----------

**C. Price**

The Offeror's proposed price must be submitted using the provided Price List(s). The proposed price must be stated to include the installed cost for each weatherization energy conservation measure. The installed cost includes labor and material.

**D. Payment**

CAI's payment to a subcontractor may take 30 days from the receipt of the subcontractor's invoice and when CAI has determined the invoice and all the related support documentation is correct. Incomplete or incorrect invoices and related support documentation may be returned to the Offeror for correction. No late fees, interest charges, or revision fees will be paid. Multiple subcontractors may be used to complete weatherization, HVAC, and appliance measures at each dwelling. CAI will not inspect a home and may not make subcontractor payments until all work is completed by each party in its entirety. Subcontractors may request pre-inspection advance payments after 30 days from CAI receipt of the completed invoice. Subcontractor payment requests which differ or exceed CAI's work order will NOT be honored unless pre-approved. CAI will not pay mileage or separate fees for no shows.

**E. Confidentiality**

The Offeror and its representatives must adhere to confidentiality and keep consumer information in strictest confidence. Other than the reports submitted to CAI, the Offeror agrees not to publish, reproduce, or otherwise divulge Weatherization information in whole or in part, in any manner or form or authorize or permit others to do so. The Offeror will take measures to restrict access to the information on a "need-to-know" basis. The Offeror agrees to immediately notify CAI, in writing, in the event the Offeror determines or has reason to suspect a breach of confidentiality.

### **III. TECHNICAL QUALIFICATIONS**

**A. Certification**

Weatherization and HVAC subcontractors are required to attend the Department of Energy's national Home Energy Professional (HEP) Training Program to acquire the necessary certifications to complete weatherization work. Upon developing a contractual relationship with CAI, subcontractors must comply with initiating required training through registration for necessary coursework within 60-90 days and complete coursework within one year. The Clean Energy Center (CEC), located in Williamsport, PA with satellite training centers in Latrobe, PA, Pittsburgh, PA, and Harrisburg, PA, provides training. Additional training/informational meetings are held throughout the year. Training costs may be reimbursed.

Subcontractors are also required to provide Environmental Protection Agency's (EPA) Certified Lead Firm, EPA Certified Renovator, and Home Improvement Contractor (HIC) certificates.

**B. Facilities/Equipment/Vehicles**

Offeror must have an established facility and own or be willing to purchase the tools, equipment, and vehicles necessary to complete weatherization work. This includes blower door technology (Minneapolis Blower Door is preferred), insulation blowing machine, combustion analyzer, gas leak detector, and personal carbon monoxide detector.

**C. Evaluation**

Evaluation of each proposal will be based on the following criteria:

1. Experience
2. Organization, size and structure
  - a. Trained staff or willingness to comply
  - b. Facilities, diagnostic equipment, and vehicles
  - c. Service territory/availability for provision of services
  - d. Established vendor accounts, lines of credit
  - e. Small, Minority-Owned or Women-Owned business
3. References, if applicable
4. Price



# Community Action, Inc. (CAI)

## Weatherization Assistance Program (WAP)

### **Information for Potential Subcontractors**

PLEASE CALL THE WEATHERIZATION (WX) OFFICE FOR MORE DETAILS

CAI's WAP is funded by the Pennsylvania Department of Community and Economic Development, Department of Human Services and FIRSTENERGY and serves Clarion and Jefferson Counties.

Subcontractor(s) and their agents/employees must comply with all provisions of applicable federal, state, and local laws, to include OSHA and EPA Lead-Safe health regulations and ordinances.

Subcontractor(s) must comply with the Equal Employment Opportunity and Affirmative Action requirements as identified by the U.S. Department of Labor, Executive Order 11246, Section 202, as amended by Executive Order 11375, relating to Equal Employment Opportunity for all persons without regard to race, religion, sex, or national origin (see CFR 41 Chapter 60).

**Subcontractor(s)** must provide to CAI Pennsylvania State Police Criminal Record Checks for employees assigned CAI work through FirstEnergy's WARM Program.

**Subcontractor(s)** must provide to CAI negative drug screening reports and conduct random drug screening for employees assigned CAI work through FirstEnergy's WARM Program.

**Subcontractor(s)** must make a good faith effort to purchase materials from minority and women-owned business enterprises (MWBE).

**Subcontractor(s)** will be required to provide to CAI information required for reporting requirements.

**Subcontractor(s)** will be required to maintain a written sexual harassment policy that includes a notice that sexual harassment will not be tolerated and violators will be disciplined.

**Subcontractor(s)** are required to pay Pennsylvania Sales Tax on WX materials and include this tax in their installed material price.

Materials must be new and the installation must meet CAI's standards. The subcontractor(s) accepts all responsibility for workmanship and the actions of their agents/employees. Subcontractors will warrant and guarantee all equipment, construction, and installation against defective materials and workmanship for a minimum of twelve (12) months after final Quality Control Inspection (QCI) and acceptance.

Subcontractor(s) are required to provide electronic copies of photographs demonstrating lead safe work practices for homes constructed prior to 1978; heating system and hot water tank issues; reasons for changes to work orders; etc.

Work will be distributed to subcontractor(s) based upon the following criteria with no minimum quantity of work guaranteed:

- Ability to complete assigned work orders timely
- Quality of work performed
- Availability of work orders
- Availability of funding

A work order will be provided to the subcontractor describing required work and completion timeline. Work orders may prescribe:

- Attic insulation and venting
- Mobile home roof and belly blown fiberglass insulation and repairs
- Caulking/foaming
- Exhaust fan installation
- Window installation or broken glass replacement (measurements are the responsibility of the subcontractor)
- Door replacement and repairs (measurements are the responsibility of the subcontractor)
- Heating system and hot water tank venting, cleaning, tune-up, and repair or replacement

WX uses infiltration reduction and blower door technologies. **Items below pertain to Residential WX subcontractor(s):**

- One year of documented experience using an approved blower door is preferred.
- The Minneapolis Blower Door is preferred.
- Specific procedures must be followed identifying, correcting, and documenting infiltration in accordance with standards provided by CAI.
- Utilize and maintain employees certified as Home Energy Professional (HEP) Crew Leader and/or Installer Technician by the Pennsylvania Department of Community and Economic Development. The Clean Energy Center with locations in Williamsport, Latrobe, Pittsburgh, and Harrisburg, PA, provide trainings. Utility WX grantors also provide training at various locations during the year. Training costs (except wages) may be reimbursed.

In addition to residential weatherization measures, WX includes a heating system retrofit/replacement component. **Items below pertain to Heating System subcontractor(s):**

- Documented work experience and training certifications such as Master Furnace Technician Certificates from the Pennsylvania Petroleum Association or other training facilities.
- Provide 24-hour emergency service for contractor installed WX measures. Emergency service phone number must be included on the contractor's plate affixed to each consumer's heating system.
- Respond immediately to Crisis calls and communicate a plan of resolution within 18 to 48 hours and work to resolve the actual Crisis at the earliest possible date

**Heating system and residential subcontractor(s)** are required to attend the Department of Energy's OSHA 10, Customer Service, and Intro to Weatherization courses and provide CAI with the Certificate of Attendance. Subcontractor(s) are also required to provide Environmental Protection Agency's (EPA) Certified Lead Firm status and certificates of EPA Certified Renovators.

Subcontractor(s) will invoice CAI per CAI's Price List.

Multiple subcontractors may be used to complete weatherization and heating system retrofit work. CAI will not inspect a home and may not make subcontractor(s) payments until all work is completed. Subcontractors may request pre-inspection 75% advance payments after 45 days from CAI receipt.

CAI's payment to a subcontractor may take 45 days from the receipt of the subcontractor's invoice. CAI will not pay interest or late fees. Subcontractor payment requests which exceed CAI's work order will NOT be honored unless pre-approved.

#### **Liability Insurance Requirements:**

CAI requires the following minimum insurance coverages and CAI must be identified as additional insured and certificate holder for general liability and automobile coverage.

##### General Liability Completed Work Coverage

Bodily Injury and Property Damage	\$1,000,000
Each Occurrence	\$1,000,000

##### Automobile Liability

Combined Single Limit	\$1,000,000
Each Person, Bodily	\$250,000
Each Occurrence, Bodily	\$500,000
Property Damage	\$250,000

##### Workers Comprehensive and Employers' Liability

Each Accident	\$500,000
---------------	-----------

**Community Action, Inc.**  
**105 Grace Way, Punxsutawney, PA 15767-1209**

**Weatherization Subcontractor Proposal Rejection Appeal Procedure**

Community Action, Inc. (CAI) will attempt to resolve all appeals at the local level. Appeals must be received within ten (10) calendar days from notification date provided at the time of the proposal rejection.

To register a Weatherization subcontractor proposal rejection appeal, please follow the steps below:

**Step 1:** Contact CAI's Weatherization Director by phone, email, or mail.

Name: Tina Kephart  
Email: [tkephart@jccap.org](mailto:tkephart@jccap.org)  
Local Number: (814) 938-3302, ext. 217  
Toll-free: (800) 648-3381, ext. 217

**Step 2:** If your complaint has not been resolved by CAI's Weatherization Director, please contact CAI's Chief Executive Officer by phone, email, or mail.

Name: Misty Fleming  
Email: [mfleming@jccap.org](mailto:mfleming@jccap.org)  
Local Number: (814) 938-3302, ext. 203  
Toll-free: (800) 648-3381, ext. 203

**Step 3:** If your complaint has not been resolved by CAI's Chief Executive Officer, please contact the DCED Center for Community Services, by mail.

Address: Department of Community & Economic Development  
Center for Community Services  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225

# Community Action, Inc. (CAI)

105 Grace Way

Punxsutawney, PA 15767-1209

(814) 938-3302 (814) 938-7596 weatherization@jccap.org

## Weatherization (WX) Services Subcontractor Application

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

PA HIC #: \_\_\_\_\_ FIN: \_\_\_\_\_

Owner (s): \_\_\_\_\_

Date Established: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

1. Are you willing to travel anywhere within Clarion and Jefferson Counties to provide services?

☐ Yes ☐ No

If no, explain: \_\_\_\_\_

2. Are you willing to perform services year round? ☐ Yes ☐ No

**If you are a current CAI Subcontractor, skip to question 11.**

3. Have you worked for other rehabilitation or utility projects? ☐ Yes ☐ No

If yes, list company, contact person, and phone number:

a. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

b. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

4. Liability / Auto Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

5. Do you carry Worker's Compensation? ☐ Yes ☐ No Certificate Number: \_\_\_\_\_

6. Are you an Equal Opportunity Employer? ☐ Yes ☐ No

7. Bank References:

a. Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Address: \_\_\_\_\_  
Line of credit established? ☐ Yes ☐ No

b. Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Address: \_\_\_\_\_  
Line of credit established? ☐ Yes ☐ No

8. Is your company a minority or women owned business enterprise (MWBE)? ☐ Yes ☐ No

Community Action, Inc.  
Weatherization (WX) Services Subcontractor Application (page 2 of 3)  
Subcontractor Name: \_\_\_\_\_

9. Customer references:

a.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Work Performed: _____	
b.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Work Performed: _____	
c.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Work Performed: _____	
d.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Work Performed: _____	
e.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Work Performed: _____	

10. List principal suppliers of WX materials and the number of years purchased from each supplier:

a.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Years: _____	Account # _____ Materials: _____
b.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Years: _____	Account # _____ Materials: _____
c.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Years: _____	Account # _____ Materials: _____
d.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Years: _____	Account # _____ Materials: _____
e.	Name: _____	Phone: ( ____ ) ____ - ____
	Address: _____	
	Years: _____	Account # _____ Materials: _____

Community Action, Inc.

Weatherization (WX) Services Subcontractor Application (page 3 of 3)

Subcontractor Name: \_\_\_\_\_

**Appliance Subcontractors, skip questions 11-13**

11. Is your company an Environmental Protection Agency (EPA) Certified Lead Firm? ☐ YES ☐ NO

How many workers are EPA Certified Renovators? \_\_\_\_\_

12. Subcontractors are required to utilize and maintain workers who are trained in specific WX procedures mandated by the PA Department of Community and Economic Development and WX utility grantors. The Clean Energy Center with locations in Harrisburg, Williamsport, and Latrobe provide the trainings. WX utility grantors also provide trainings at various locations during the year. These trainings often require overnight travel; the subcontractor may be responsible for all expenses associated with trainings.

Are you willing to comply with the above training requirements? ☐ YES ☐ NO

If NO, please explain: \_\_\_\_\_

13. What type / brands of testing equipment do you own?

- |  |                                      |                                      |  |
|--|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Personal CO Alarm       | <input type="checkbox"/> HEPA Vac    | <input type="checkbox"/> Draft Gauge | <input type="checkbox"/> Combustible Analyzer        |
| <input type="checkbox"/> HEPA Vac                | <input type="checkbox"/> Blower Door | <input type="checkbox"/> Borescope   | <input type="checkbox"/> Smoke Tester (oil furnaces) |
| <input type="checkbox"/> Combustible Leak Tester |                                      |                                      |  |
| <input type="checkbox"/> Other: _____            |                                      |                                      |  |

Years of experience? \_\_\_\_\_

**Residential and HVAC Subcontractors, skip**

14. What types of equipment do you use for safe removal / delivery of appliance(s)? \_\_\_\_\_

15. Do you provide 24 hour service on malfunctioning refrigerators for customers who rely on refrigeration for critical medication? ☐ YES ☐ NO

If yes, provide an emergency number to contract between 5PM Friday and 8AM Monday.

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I CERTIFY ALL INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT. I AUTHORIZE REPRESENTATIVES OF COMMUNITY ACTION, INC. TO OBTAIN INFORMATION FROM THE REFERENCES LISTED IN THIS APPLICATION AND DIRECT THESE REFERENCES TO RELEASE SUCH INFORMATION UPON REQUEST TO COMMUNITY ACTION, INC.

\_\_\_\_\_  
SIGNATURE - OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE - CO-OWNER (If Applicable)

\_\_\_\_\_  
DATE

# Community Action, Inc.

## Weatherization: Residential Installed Materials Price List

Effective: October 1, 2025 to September 30, 2026

REFERENCE: Department of Energy National Standard Work Specifications (SWS) <https://sws.nrel.gov/>

WEATHERIZATION MEASURES		COST/UNIT	ITEM MEASUREMENT
1	Weatherstripping (large wooden type or vinyl, Q-lon)		door
2	Weatherstripping (large wooden type or vinyl, Q-lon)		foot
3	Doorsweeps		each
4	Window pane plexiglass interior storms (turn buttons/screws included)		united inch
5	Thresholds (hardwood or metal)		door
6	Caulking - latex (interior) & silicone (exterior)		linear foot
7	Caulking - fire rated		linear foot
8	1/2" Thermax foam board (fire rated, does not require thermal barrier)		linear foot
9	1" Thermax foam board (fire rated, does not require thermal barrier)		square foot
10	2" Thermax foam board (fire rated, does not require thermal barrier)		square foot
11	4" Thermax foam board (fire rated, does not require thermal barrier)		square foot
12	Sealing registers (all & in front of furnace - MH)		home
13	Duct sealing (with low odor mastic) (6" round or 24" straight seam = 1 joint)		duct joint
14	Register for furnace door 14"x20"		each
15	Expanding foam		linear foot
16	Sealing sill plate & rim joist - 2" Thermax / Seal - Block / Two-part spray foam (fire rated)		linear foot
17	Duct insulation - R11 vinyl or foil faced		square foot
18	Blower door set up (must provide diagnostic test results)		each
19	Blower door set up / guided air sealing (includes minor air sealing with caulk and foam)		job
INSULATION			
20	Blown cellulose (R-60) - unfloored attic		square foot
21	Blown cellulose (R-49) - unfloored attic		square foot
22	Blown cellulose (R-44) - unfloored attic		square foot
23	Blown cellulose (R-38) - unfloored attic		square foot
24	Blown cellulose (R-30) - unfloored attic		square foot
25	Blown cellulose (R-24) - unfloored attic		square foot
26	Blown cellulose (R-19) - unfloored attic		square foot
27	Blown cellulose (R-11) - unfloored attic		square foot
28	Blown cellulose (R-38) - floored attic		square foot
29	Blown cellulose (R-30) - floored attic		square foot
30	Blown cellulose (R-24) - floored attic		square foot
31	Blown cellulose (R-19) - floored attic		square foot
32	Blown cellulose (R-11) - floored attic		square foot
33	Floor or wall w/vapor barrier (R-38)		square foot
34	Floor or wall w/vapor barrier (R-30)		square foot
35	Floor or wall w/vapor barrier (R-19)		square foot
36	Floor or wall w/vapor barrier (R-13)		square foot
37	Floor or wall w/vapor barrier (R-11)		square foot
38	Floor or wall w/out vapor barrier (R-11)		square foot
39	Wire stays 16" or 24"		each
40	Mobile home blown fiberglass (roof or belly)		square foot
41	Wall insulation - wood or asphalt siding (net wall area)		square foot
42	Wall insulation - brick or stucco siding (net wall area)		square foot
43	Wall insulation - aluminum siding (net wall area)		square foot
44	Wall insulation - vinyl siding (net wall area)		square foot
ATTIC			
45	Attic airsealing w/ depth gauges & junction box flags		job
46	Roof vent		air flow
47	Gable vent - includes screen		air flow
48	Eave baffles (16")		each
49	Eave baffles (24")		each
50	Flashing (26 guage or equivalent)		square foot
51	Pull down stairwell cover - to include lid, insulated with 2" Thermax foam board (fire rated) equivalent to attic R-value on top and sides (framing door at least 1/2" plywood, 4 hook & eyes, 2 door pulls, Q-lon weatherstrip)		each
52	Create attic access (to include lid up to 4 sq. ft. of at least 3/4" plywood)		door



WEATHERIZATION MEASURES		COST/UNIT	ITEM MEASUREMENT
<b>DOOR</b>			
53	Correct door - (screws, striker plate, refit, shave, remove off hinges, etc)		door
54	Mobile home door - no lite (includes peephole, trim, extra boards, molding)		door
55	Mobile home door- long slender lite (includes trim, extra boards, molding)		door
56	Mobile home door - large square lite (includes trim, extra boards, molding)		door
57	Mobile home door - pre-hung combo door and storm door (includes trim, extra boards, molding)		door
58	Pre-hung metal - no lite (includes peephole and inside/outside molding to match existing		door
59	Pre-hung metal - with lite (with inside & outside molding that matches existing molding 6'10")		door
<b>WINDOW</b>			
60	To 85 united inches - house or mobile home (Low E Storm) double hung/2 lite slider/1-2 lite		window
61	85 to 130 united inches - house or mobile home (Low E Storm) double hung/2 lite slider/1-2 lite storm picture		window
62	To 80 united inches - mobile home slider energy star (vinyl)		window
63	81 to 100 united inches - mobile home slider energy star (vinyl)		window
64	To 60 united inches - mobile home double hung metal with self storing storm		united inch
65	61 to 120 united inches - mobile home double hung metal with self storing storm		united inch
66	Turn buttons and screws		each
<b>LUMBER</b>			
67	2x4 - untreated		foot
68	2x6 - untreated		foot
69	2x8 - untreated		foot
70	2x10 - untreated		foot
71	2x12 - untreated		foot
72	2x4 - treated		foot
73	2x6 - treated		foot
74	2x8 - treated		foot
75	2x10 - treated		foot
76	2x12 - treated		foot
77	1x4 board		foot
78	1x6 board		foot
79	1x8 board		foot
80	Furring strips		foot
81	3/8x4x8 CDX plywood		square foot
82	1/2x4x8 CDX plywood		square foot
83	3/4x4x8 CDX plywood		square foot
<b>HOT WATER HEATERS</b>			
<b>Installation includes all required electrical, plumbing, and relief piping; minimum of 3 inches of foam; minimum energy factor</b>			
84	Gas 30 gallon hot water heater- MH		each
85	Gas 40 gallon hot water heater- MH		each
86	Gas 40 gallon hot water heater		each
87	Gas 50 gallon hot water heater		each
88	Gas 40 gallon hot water heater- Power vented		each
89	Gas 50 gallon hot water heater- Power vented		each
90	Electric 30 gallon hot water heater		each
91	Electric 40 gallon hot water heater		each
92	Electric 50 gallon hot water heater		each
93	Expansion Tank		each
94	Drain Pan		each
95	Insulated hot water heater door		door
96	Louvered hot water heater door (for gas hot water heater)		door
97	Pipe wrap (polyethylene foam w/ metal tape all seams)		linear foot
98	Reduce water temperature		each

WEATHERIZATION MEASURES		COST/UNIT	ITEM MEASUREMENT
<b>MICELLANEOUS ITEMS</b>			
99	Barrel bolt		each
100	Hook & eye latch/set		each set
101	Door pull		each
102	Drywall 3/8x4x8 (includes fastners and sealing seams)		square foot
103	Drywall 5/8x4x8 (includes fastners and sealing seams)		square foot
104	Drywall 1/2x4x8 (includes fastners and sealing seams)		square foot
105	Entrance lock		each
106	Faucet aerator		each
107	Furnace air filter (fiberglass)		each
108	Furnace air filter (sponge)		each
109	Filter slot cover		each
110	Air conditioner unit cover		each
111	Window tint		linear foot
112	Hinges		each
113	Screws - drywall		each
114	Screws - metal		each
115	Switch & receptacle gaskets		each
116	Tape for belly board repair		foot
117	Thermostat - programmable with double setback		each
118	Thermostat - digital programmable line voltage		each
119	Webbing for belly board, large holes (includes adhesive or fastners)		square foot
120	Clothes line - two heavy duty poles w/4 plastic coated lines (per manufacturer's specifications)		each
121	Clothes line heavy duty umbrella type (installed as per manufacturer's specifications)		each
122	Vapor barrier - plastic - 6 ml or thicker with furring strips, mastic, and caulk (crawl space/basement ground moisture / contaminate barrier)		square foot
123	Ground cover - plastic - 6 ml or thicker		square foot
124	Tyvek (includes fastener)		square foot
125	Tyvek tape		foot
126	Energy Star LED bulbs equivalent to 60, 75, and 100 watt incandescent bulb		each
127	Energy Star LED speciality bulb		each
128	Energy Star LED recessed retrofit kit		each
129	Aluminum foil tape		foot
130	Gutters - including all needed connectors		foot
131	Downspouting - including all needed connectors		foot
132	Incidental carpentry		hour
<b>VENTING</b>			
133	Kitchen exhaust fan (range hood)		each
134	Exhaust fan (to meet ASHRAE 62.2 standards)		each
135	Exhaust fan with smart timer switch (to meet ASHRAE 62.2 standards)		each
136	Exhaust fan with light & smart timer switch (to meet ASHRAE 62.2 standards)		each
137	Smart timer switch		each
138	Exhaust fan vent hood		each
139	Exhaust fan vent kit - bendable metal (no plastic or metal foil)		each
140	Exhaust fan vent kit - rigid smooth metal		each
141	90 degree elbow - rigid smooth metal		each
142	Vent pipe - bendable metal (no plastic or metal foil)		foot
143	Vent pipe - rigid smooth metal		foot
144	Dryer vent hood		each
145	Dryer vent kit - bendable metal (no plastic or metal foil)		each
146	Dryer vent kit - rigid smooth metal (6 ft. pipe, hood, and hole)		each
147	Straps - rigid smooth metal		each
<b>HEALTH AND SAFETY</b>			
148	Smoke detector -10 yr sealed battery		each
149	CO detector - 10 yr sealed battery		each
150	Combo alarm- Smoke and CO- 10 yr sealed battery		each
151	Lead safe work practices (without sidewall insulation)		job
152	Lead safe work practices (with sidewall insulation)		job
153	Electric wire		foot
154	Junction box		each
155	Junction box cover		each
156	Receptacle cover		square foot
157	Pressure relief valve		each
158	Pressure relief piping		each
159	Dirt leg (complete w/all connections)		each
160	CO test (stove, oven, unvented heater - when full CAZ testing not needed)		job
161	CAZ test (performed daily when changing the building envelope)		job

# Community Action, Inc.

## Weatherization: Appliance Price List

Effective: October 1, 2025 to September 30, 2026

WEATHERIZATION MEASURES		UNIT COST	WITH ICE	ITEM MEASUREMENT
TOP MOUNT REFRIGERATORS				
1	15 cu ft top mount			each
2	16 cu ft top mount			each
3	17 cu ft top mount			each
4	18 cu ft top mount			each
5	21 cu ft top mount			each
BOTTOM MOUNT REFRIGERATORS				
6	21 cu ft bottom mount			each
SIDE X SIDE REFRIGERATORS				
7	23 cu ft side x side			each
8	26 cu ft side x side			each
CHEST FREEZERS (MANUAL DEFROST)				
9	5 cu ft chest			each
10	7 cu ft chest			each
11	9 cu ft chest			each
12	15 cu ft chest			each
13	20 cu ft chest			each
14	25 cu ft chest			each
UPRIGHT FREEZERS (MANUAL OR FROST FREE DEFROST)				
15	13 cu ft upright			each
16	14 cu ft upright			each
17	16 cu ft upright			each
18	20 cu ft upright			each
ADDITIONAL MEASURES				
19	Additional appliance pick up fee (remove 2 / deliver 1)			per job
20	Icemaker			each

# Community Action, Inc.

## Weatherization: Heating System Retrofit and Crisis Installed Materials Price List

Effective October 1, 2025 to September 30, 2026

**REFERENCE:** Department of Energy National Standard Work Specifications (SWS) <https://sws.nrel.gov/>

WEATHERIZATION MEASURES		PRICE	MEASUREMENT
LABOR COSTS			
1	<b>CLEAN AND TUNE (HEATING SYSTEM)</b> includes total labor cost to perform complete cleaning & tune-up of system: <b>GAS</b> - air filter; clean, brush, vacuum unit thoroughly; inspect burners, combustion chamber, heat exchanger; check for proper venting & adequate combustion air; check and test safety controls, ignition system, thermostat; perform operational adjustments, as needed <b>OIL</b> - air filter, nozzle, oil filter; check lines and tank for oil leaks; clean, brush, vacuum unit thoroughly; inspect burners, combustion chamber, heat exchanger; check for proper venting & adequate combustion air; check and test safety controls, ignition system, thermostat; perform operational adjustments, as needed		job
2	<b>CLEAN AND TUNE (CENTRAL AC AND / OR HEAT PUMP)</b> includes total labor cost to perform complete cleaning & tune-up of system, as follows: cleaning coils, cleaning blower fan, filter, and inspection. Minimal refrigerant charge (up to 1/2 lb) to bring the system back to the correct levels should be included.-- NO ADDITIONAL LABOR COST.		job
3	<b>SAFETY CHECK/SHOW UP FEE</b> if a heating system must be rejected / no estimate provided		total labor
4	<b>LEAD SAFE WORK PRACTICES</b> for pre-1978 homes, includes warning signs, containment of work area with impermeable materials, & use of personal protective equipment - must submit photographs		job
5	<b>CAZ TESTING</b> must provide all pre and post testing results		job
6	Labor cost - charged by the quarter hour		per hour

VENTING			
7	Single wall pipe 3" round		foot
8	Single wall pipe 3" 90 elbow		each
9	Single wall pipe 6" round		foot
10	Single wall pipe 6" 90 elbow		each
11	Double wall pipe 3" round		foot
12	Double wall pipe 3" 90 adjustable elbow		each
13	Double wall pipe 3" jet cap		each
14	Double wall pipe 3" wall thimble		each
15	Double wall pipe 6" round		foot
16	Double wall pipe 6" 90 adjustable elbow		each
17	Double wall pipe 6" jet cap		each
18	Double wall pipe 6" wall thimble		each
19	PVC pipe 2"		foot
20	PVC 2" coupler		each
21	PVC 2" 90 elbow		each
22	PVC 2" 90 st. elbow		each
23	PVC 2" 45		each
24	PVC 2" st. 45		each
25	PVC pipe 3"		foot
26	PVC 3" coupler		each
27	PVC 3" 90 elbow		each
28	PVC 3" 90 st. elbow		each
29	PVC 3" 45		each
30	PVC 3" st. 45		each

WEATHERIZATION MEASURES		PRICE	MEASUREMENT
VENTING CONTINUED			
31	Insulated flex duct 6"		foot
32	Insulated flex duct 12"		foot
33	Barometric draft regulator 6"		each
34	Power venter - 170,000 BTU input (to include wiring)		each
35	Power venter - 290,000 BTU input (to include wiring)		each
36	Exhaust Fan- must meet ASHRAE 62.2 standards per SWS		each
37	Exhaust Fan with light- must meet ASHRAE 62.2 standards per SWS		each
38	Smart Timer Switch for Exhaust Fan		each
39	Exhaust Fan vent kit- semi rigid including all venting and hood		each
40	Exhaust Fan vent kit- rigid including all venting and hood		each
41	Exhaust Fan hood		each
42	Wall support band		each
43	Cutting hole through wall (labor only)		each/labor

FLUE LINERS (Includes: installation, cap, chimney top seal and cleaning chimney base)			
44	Aluminum 3" - 35 foot		each
45	Stainless steel 5" - 35 foot		each
46	Stainless steel 6" - 35 foot		each

MISCELLANEOUS ITEMS			
47	Dirt leg (complete w/all connections)		each
48	Furnace air filter (fiberglass)		each
49	Furnace air filter (sponge)		each
50	Furnace air filter (washable- XL)		each
51	Filter slot cover		each
52	Fused switch, complete with box, wire, etc.		each
53	Oil nozzle		each
54	Oil filter refill cartridge		each
55	Oil filter refill canister		each
56	Thermocouple		each
57	Thermostat - programmable with double setback		each
58	Thermostat - digital programmable line voltage		each
59	Oil tank, 275 gallon, complete with leg supports & tank fittings		each
60	Pressure relief pipe to within 6" of the floor, including necessary fittings		each
61	Pressure relief valve		each
62	Register for furnace door 14" x 20"		each
63	Sealing registers (all & in front of furnace - MH)		home
64	Duct sealing (with low odor mastic)		duct joint
65	Duct insulation - R11 vinyl or foil faced		square foot
66	Condensation pump (w/tubing & all electrical connections)		each
67	Gas stop/shut off valve		each
68	Flashshield gas line		foot
69	Gas line		foot
70	1/2" Pex pipe- including clamps		foot
71	3/4" Pex pipe- including clamps		foot
72	Pex Elbow		each
73	Pex T		each
74	Pex Shut Off		each
75	Electric Wire		foot
76	Junction box including cover		each
77	Junction box cover only		each
78	Receptacle cover		each
79	Smoke detector - 10 yr sealed battery		each
80	Carbon monoxide (CO) detector - 10 yr sealed battery		each
81	Combo alarm- Smoke and CO- 10 yr sealed battery		each

WEATHERIZATION MEASURES		PRICE	MEASUREMENT
FURNACES			
Installation includes mounting base, minor duct work for connecting supply, return, vent, thermostat, minor electric work (including fused switch) to power unit, condensation pump, filter slot cover, minor piping for gas/oil, drip leg from shutoff valve and removal of existing furnace and materials. Efficiencies shown are a minimum for type of furnace.			
82	Gas forced air 80,000 - 99,000 BTU input - 90% + efficient		each
83	Gas forced air 100,000 - 119,000 BTU input - 90% + efficient		each
84	Gas forced air 120,000 - 125,000 BTU input - 90% + efficient		each
85	Oil forced air 80,000 - 110,000 BTU input - 80% + efficient high profile		each
86	Oil forced air 80,000 - 110,000 BTU input - 80% + efficient low profile		each
87	Oil forced air 111,000 - 130,000 BTU input - 80% + efficient high profile		each
88	Oil forced air 111,000 - 130,000 BTU input - 80% + efficient low profile		each

MOBILE HOME FURNACES			
Installation includes non-combustible mounting base roof jack/flue shield assembly complete, minor duct work, thermostat, minor electric work (including fused switch) to power unit, condensation pump, minor piping for gas/oil, drip leg from shutoff valve and removal of existing furnace and materials. Efficiencies shown are a minimum for type of furnace.			
89	Gas forced air 40,000 - 60,000 BTU input - 90% + efficient		each
90	Gas forced air 61,000 - 79,000 BTU input - 90% + efficient		each
91	Gas forced air 80,000 - 100,000 BTU input - 90% + efficient		each
92	Oil forced air 40,000 - 70,000 BTU input - 80% + efficient		each
93	Oil forced air 71,000 - 90,000 BTU input - 80% + efficient		each

BOILERS			
Installation includes mounting base, minor duct work for connecting supply, return, vent, thermostat, minor electric work (including fused switch) to power unit, condensation pump, minor piping for gas/oil, drip leg from shutoff valve and removal of existing boiler and materials. Efficiencies shown are a minimum for type of furnace.			
94	Gas hot water boiler 75,000 - 99,000 BTU input - 80% + efficient		each
95	Gas hot water boiler 100,000 - 130,000 BTU input - 80% + efficient		each
96	Gas hot water boiler 80,000 - 120,000 BTU input - 90% + efficient		each
97	Gas hot water boiler 121,000 - 130,000 BTU input - 90% + efficient		each
98	Oil hot water boiler 80,000 - 99,000 BTU input - 80% + efficient		each
99	Oil hot water boiler 100,000 - 130,000 BTU input - 80% + efficient		each

HOT WATER HEATERS			
Installation includes all required electrical, plumbing, and relief piping; minimum of 3 inches of foam; minimum energy factor of .93 (Energy Star qualified); minimum of 6 year warranty.			
100	Gas 30 gallon hot water heater - MH		each
101	Gas 40 gallon hot water heater - MH		each
102	Gas 40 gallon hot water heater		each
103	Gas 50 gallon hot water heater		each
104	Gas 40 gallon hot water heater- Power vented		each
105	Gas 50 gallon hot water heater- Power vented		each
106	Electric 30 gallon hot water heater		each
107	Electric 40 gallon hot water heater		each
108	Electric 50 gallon hot water heater		each
109	Expansion Tank		each
110	Drain Pan		each

LUMBER			
111	3/8x4x8 CDX plywood		square foot
112	1/2x4x8 CDX plywood		square foot
113	3/4x4x8 CDX plywood		square foot
114	2x4 untreated		linear foot
115	2x6 untreated		linear foot
116	2x8 untreated		linear foot

WEATHERIZATION MEASURES		PRICE	MEASUREMENT
LUMBER CONTINUED			
117	2x10 untreated		linear foot
118	2x12 untreated		linear foot
119	2x4 treated		linear foot
120	2x6 treated		linear foot
121	2x8 treated		linear foot
122	2x10 treated		linear foot
123	2x12 treated		linear foot
124	1x4 board		linear foot
125	1x6 board		linear foot
126	1x8 board		linear foot

WINDOW / WALL AC UNITS (INCLUDING 1 INTERIOR OR EXTERIOR COVER)			
Units must be energy star rated, securely installed, and have a cover provided. All AC units being replaced must be removed			
127	5,000 BTU - spaces up to 150 sq ft		each
128	6,000 BTU - spaces 151-250 sq ft		each
129	8,000 BTU - spaces 251-350 sq ft		each
130	10,000 BTU- spaces 351-450 sq ft		each
131	12,000 BTU - spaces 451-550 sq ft		each
132	15,000 BTU - spaces 551-700 sq ft		each
133	18,000 BTU - spaces 701-1,000 sq ft		each

FANS			
134	Window unit		each
135	16" Pedestal		each
136	18" Pedestal		each
137	28" Oscillating Tower		each
138	36" Oscillating Tower		each
139	42" Oscillating Tower		each

MISCELLANEOUS AC ITEMS			
140	Refrigerant		per lb
141	Central AC Cover		each