

Weatherization Assistance Program Overview

Contracting with the Weatherization Assistance Program (WAP) can provide consistent, reliable work and pay for contractors. Contractors of all backgrounds are welcome. There are an estimated 489,354 income-eligible homes waiting to be weatherized in Minnesota.

The Weatherization Assistance Program brings federal and other dollars to local communities, with two-thirds of funding reaching Greater Minnesota households. Thousands of dollars are devoted to each household, resulting in energy bill reduction for residents.

Join the growing network of professionals working in weatherization to create family-sustaining jobs and keep Minnesotans warm!

The Program

The Weatherization Assistance Program enables income-qualified households to permanently reduce their energy bills by making their homes more energy-efficient. Another priority of the Weatherization Assistance Program is to correct health and safety hazards within the home. The Weatherization Assistance Program has been serving Minnesota for over 40 years.

Eligible participants must live in Minnesota, with priority given to households of:

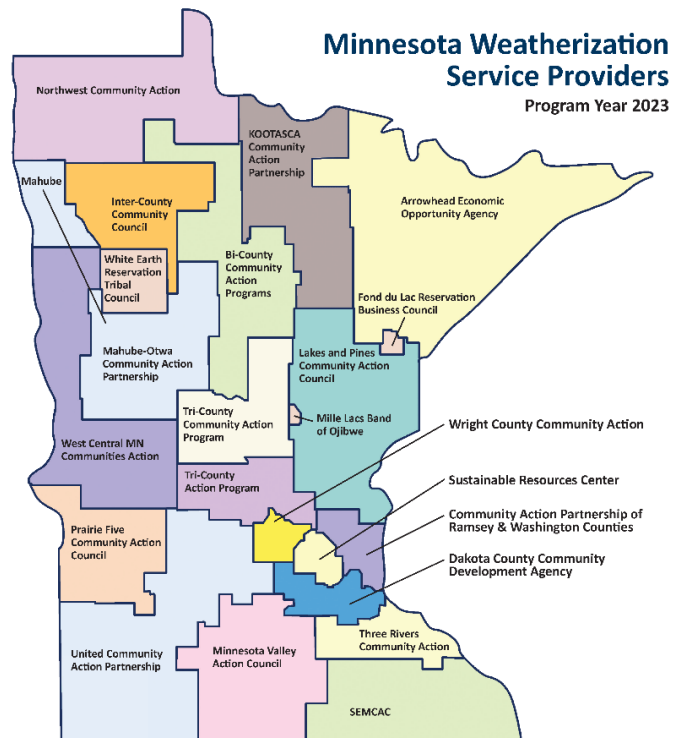
- People over 60 years of age reside
- Individuals with a disability reside
- Families with children
- Clients who receive Supplemental Security Income (SSI) or Temporary Assistance to Needy Families (TANF) reside.

Service Statewide

22 weatherization Service Providers work directly with contractors to implement Weatherization Assistance Program services as shown on the map below. Refer to Commerce’s list of Weatherization Assistance Program [Service Provider Contacts](#) to identify the service provider in your area.

Eligibility

Contractors and subcontractors must be licensed and bonded, obtain permits when necessary, and meet all other minimum requirements as outlined by the Weatherization Assistance Program [Policy Manual \(PDF\)](#). A background check is required. Service Providers ensure clear, adequate, and up-to-date documentation is maintained to ensure that all contractors, subcontractors, and crews meet the standards outlined in section 7.4.2, Contractor Eligibility.



Contracting

All contract work for Service Providers must follow federal procurement regulations to provide free and open competition for contractors.

Work is contracted by either bid, set price, or small purchase, depending on the provider.

- **Bids:** Service Providers awards made to the bidder whose bid is the most responsive to the solicitation. Price, quality, and other factors must be considered. Service providers may accept or reject any or all bids when needed.
- **Set Price:** The goal of the set price list is to add efficiency to the procurement process by bidding work once at the beginning of the Program Year (July 1-June 30). Set prices are valid for one year and can be extended to two years.
- **Small Purchase:** For weatherization work per contractor that does not exceed \$1,100, no competitive bids are required if it is determined the price is reasonable.

Payment

Service Providers pay out contracted work upon completion of the project and final inspection. After the contractor completes work, the Service Provider conducts a quality control inspection. The inspection confirms the contractor's work meets the required standards. Contractors send an invoice to the Service Provider for payment. **Service Providers process all payments to contractors.**

Required Forms

For more information about the forms required to participate in the program, visit the Weatherization Assistance Program [Policy Manual \(PDF\)](#), Section 5.3.2.

Training Stipends

Service Providers can help their staff and contractors access necessary training. Weatherization Assistance Program rules accommodate reasonable stipends to be included as part of the training expense.

Resources

- For more information about the process of weatherization work, visit [Your Weatherization Project \(PDF\)](#).
- Watch [Commerce's Weatherization Video Series](#) on YouTube.
- For general questions about the program, please contact weatherization.commerce@state.mn.us

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