

FACSPRO Contractor/Crew File Entry Instructions

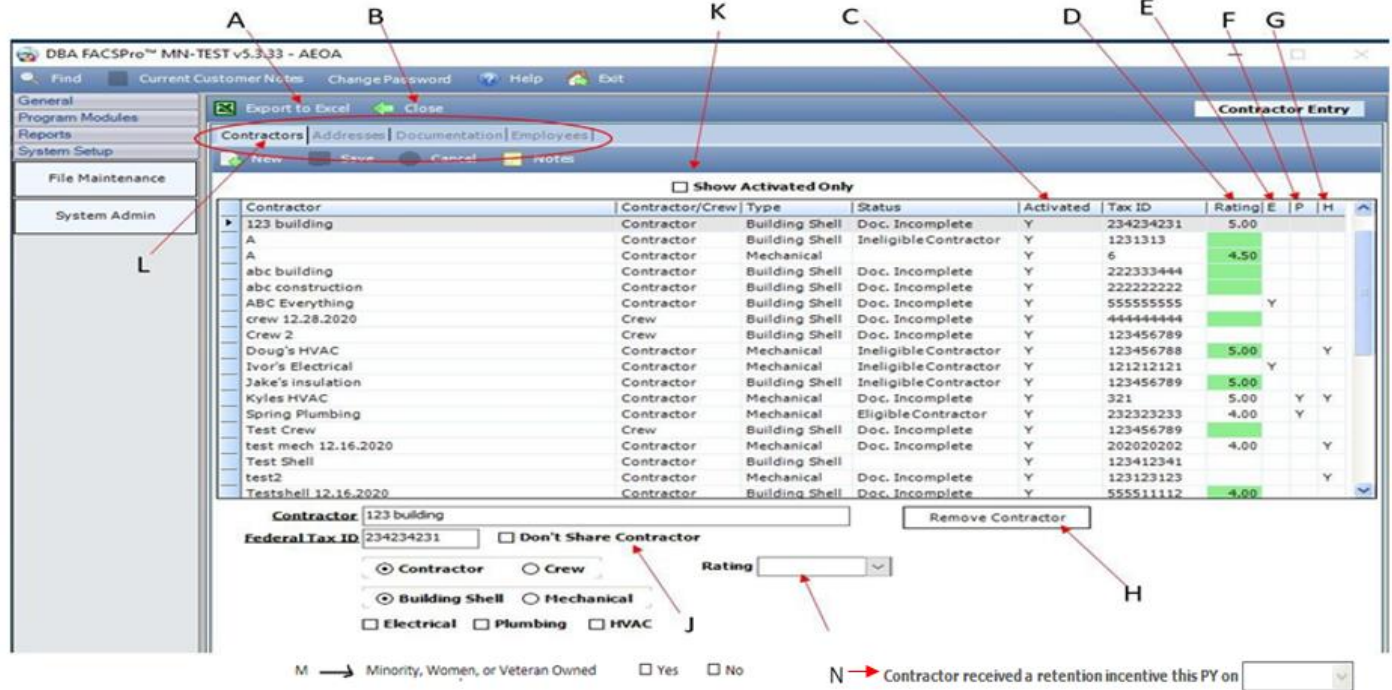
Purpose: To provide instructions for adding and updating Contractor and Crew files in FACSPRO. Contractor eligibility requirements can be found in WAP Policy Manual Section 7.4.2.

Table of Contents:

- 1. Contractor Entry Home Screen Overview 3
- 2. Log in to FACSPRO 4
- 3. Contractor Entry Tab..... 6
 - A. Activate an Existing Contractor
 - B. Enter a New Contractor or Crew
 - C. Optional Contractor Tab Features
- 4. Address Entry Tab..... 9
 - A. Overview
 - B. Activate an Existing Address
 - C. Add a New Address
- 5. Documentation Entry Tab 11
 - A. Overview
 - B. Required Field Alerts
 - C. Expired/Expiring Contractor Alert
 - D. Document Entry Overview
 - E. Documentation Notes Folder
 - F. Attach/Upload a Document
 - G. View an Attachment
 - H. Delete a Document
 - I. Add a New Document when Previous Document is Expired/Expiring
 - J. Document Specific Information
 - i. *Contract between SP and Contractor*
 - ii. *Verification of Receipt of SWS*
 - iii. *Contractor License/Bond*
 - iv. *Insurance (Property damage, bodily injury, liability)*
 - v. *Workers Compensation*
 - vi. *Debarment Check*
 - vii. *EPA Lead firm Certification*
 - viii. *Asbestos Contractor and Firm Certification*
 - ix. *COVID-19 Preparedness Plan*
- 6. Employee Entry Tab..... 19
 - A. Employee Entry Overview
 - B. Required Field Alerts
 - C. Expiration Alerts
 - D. Add Employees
 - E. Employee Documentation Entry
 - F. Attach/Upload a Document
 - G. View an Attachment

- H. Delete a Document
- I. Add a New Document when Previous Document is Expired/Expiring
- J. Employee Documentation
 - i. Employee Criminal Background Check*
 - ii. EPA Lead Certified Renovator*
 - iii. Lead-Safe Work training*
 - iv. Asbestos Certification*
 - v. COVID-19 Safe Workplace Safety Training*
- 7. Contractor Status Review24
- 8. Expire Alert Quick Reference Table.....25

1. Contractor Entry Home Screen Overview



- A: *Export to Excel*: Allows you to generate an *Active Contractor Report*.
- B: *Close*: Closes the Contractor Entry Screen; takes you back to the main menu.
- C: *Activated*:
 - “Y” indicates this contractor is active for your agency
 - “N” indicates not active for your agency; may be active for another agency
- D: *Rating*: The rating given to the contractor based on weatherization performance; a note about the contractor is present when highlighted green.
- E: *Column E*: “Y” indicates contractor is an Electrician
- F: *Column P*: “Y” indicates contractor is a Plumber
- G: *Column H*: “Y” indicates contractor is an HVAC contractor
- H: *Remove Contractor*: Makes contractor inactive for your agency; doesn’t remove from the master list
- I: *Rating*: Allows you to rate the contractors performance/work (1 – 5).
- J: *Don't Share Contractor*: The contractor does not appear on the master list for other service providers.
- K: *Show Activated Only*: Defaults to not selected. Check the box to see a list of all contractors (except those that another service provider has chosen not to share).
- L: Click the Contractor tab to go back to the main screen.
- M: Check Yes or No to indicate if the contractor is a Minority, Women, or Veteran Owned business. This can be requested from the contractor directly or you can use the MN Office of State Procurement TG/ED/VO Directory at: <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.
- N: The date that a Contractor is given a retention incentive will be entered in the space provided. This field will be reviewed prior to a retention incentive being offered to ensure only one incentive per Contractor per PY is granted.

2. Log in to FACSPRO using your Username and Password

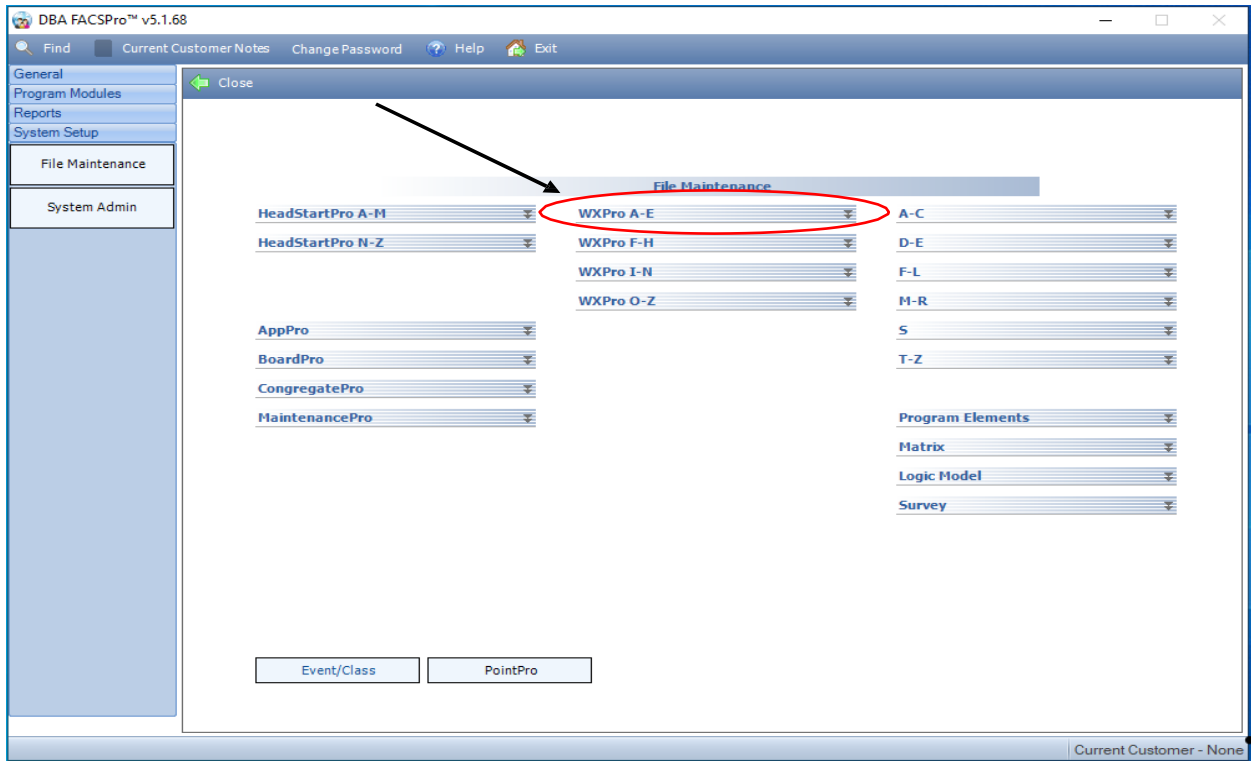
A. Click *System Setup*.



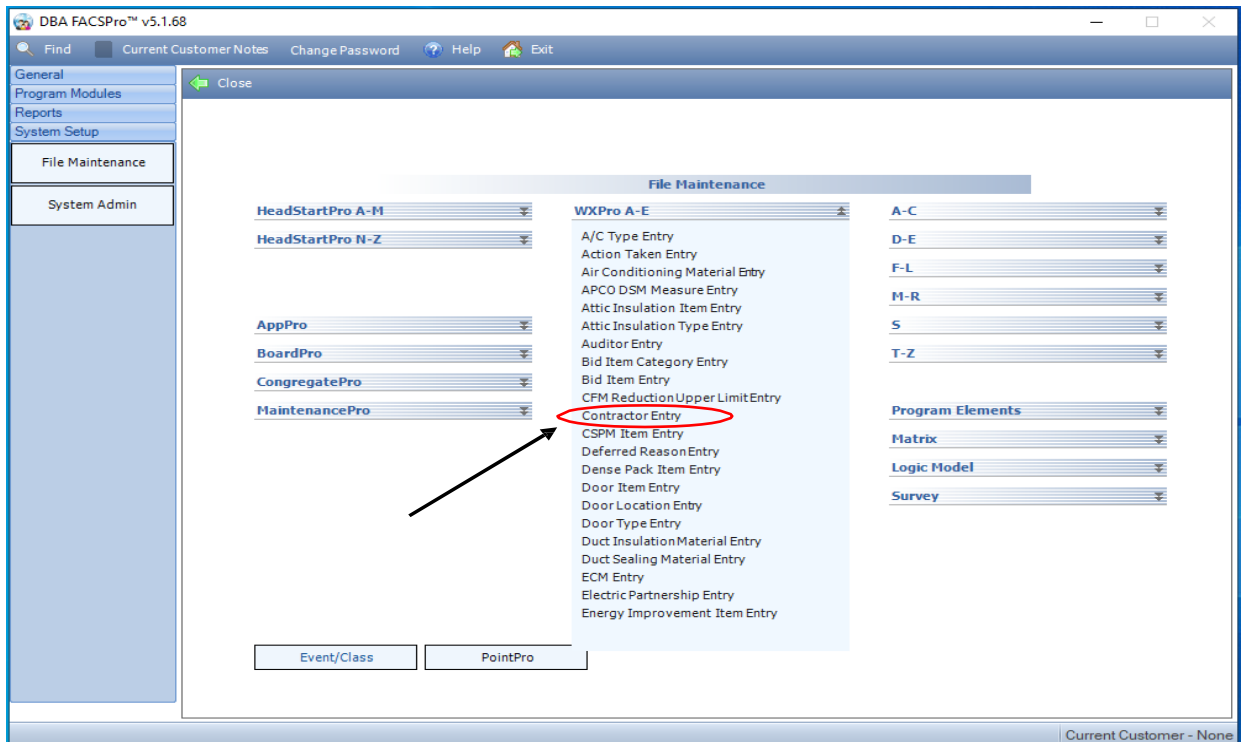
B. Click *File Maintenance*.



C. Click *WXPro A-E*.



D. Click *Contractor Entry*.



3. Contractor Entry Tab

A. Activate an Existing Contractor

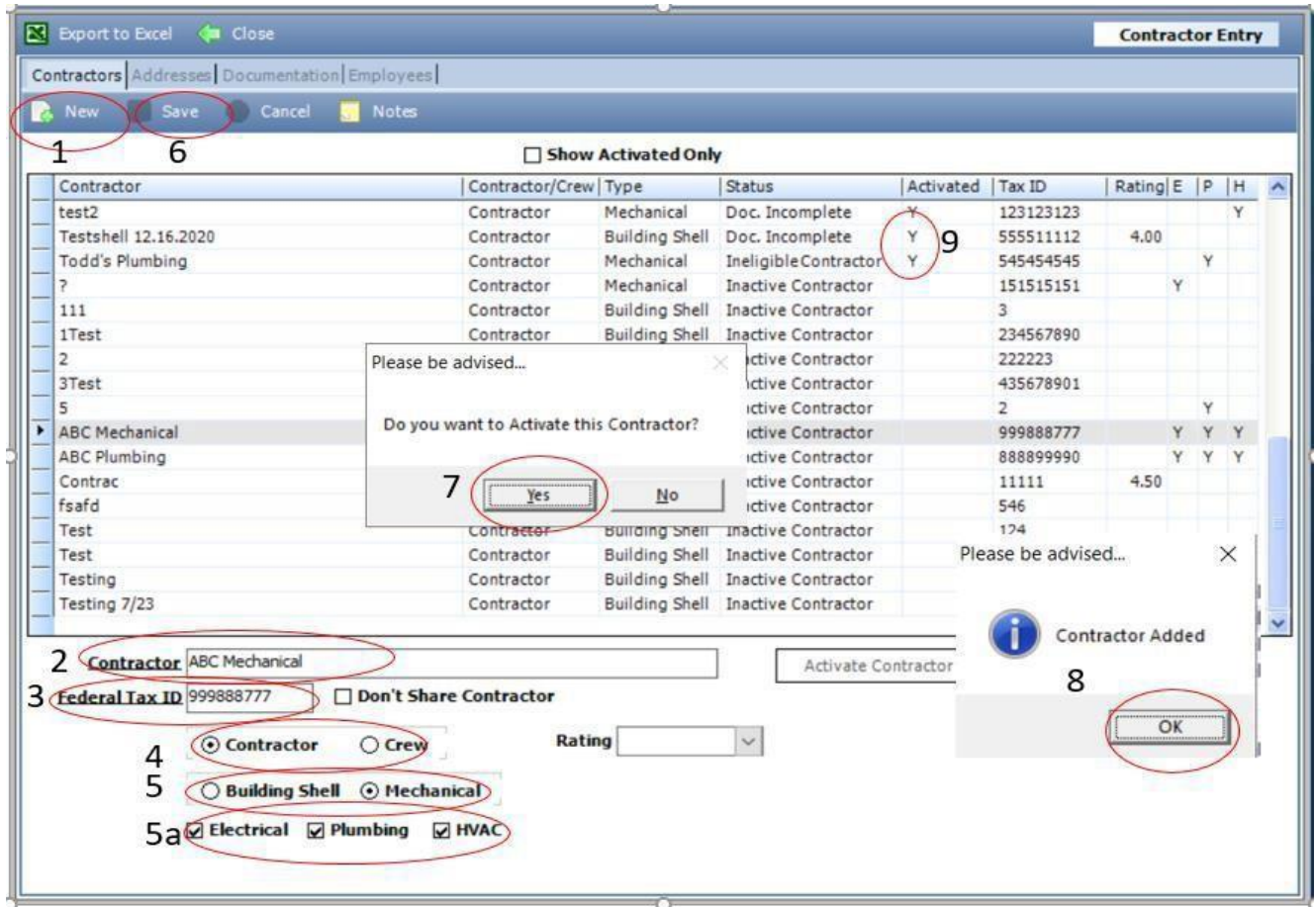
The screenshot shows the 'Contractors' tab in the FACSPRO software. The interface includes a menu bar with 'New', 'Save', 'Cancel', and 'Notes'. Below the menu is a checkbox for 'Show Activated Only'. The main area is a table with columns: Contractor, Contractor/Crew, Type, Status, Activated, Tax ID, Rating, E, P, and H. A pop-up window titled 'Please be advised...' with an information icon and the text 'Contractor Added' is overlaid on the table. The pop-up has an 'OK' button. In the table, the contractor '2Test' is highlighted, and its Tax ID '134567890' is circled. Other contractors listed include 'Test Shell', 'test2', 'Testshell 12.16.2020', 'Todd's Plumbing', '111', '1Test', '2', '3Test', '5', 'Contrac', 'fsafd', 'Test', 'Testing', and 'Testing 7/23'. The bottom of the screen shows input fields for 'Contractor' (2Test) and 'Federal Tax ID' (134567890), along with a 'Remove Contractor' button and various radio buttons for selecting contractor type and services.

Contractor	Contractor/Crew	Type	Status	Activated	Tax ID	Rating	E	P	H
Test Shell	Contractor	Building Shell		Y	123412341				
test2	Contractor	Mechanical	Doc. Incomplete	Y	123123123				Y
Testshell 12.16.2020	Contractor	Building Shell	Doc. Incomplete	Y	555511112	4.00			
Todd's Plumbing	Contractor	Mechanical	Ineligible Contractor	Y	545454545				Y
?	Contractor	Mechanical	Inactive Contractor		151515151			Y	
111			Inactive Contractor		3				
1Test			Inactive Contractor		234567890				
2			Inactive Contractor		222223				
2Test			Inactive Contractor		134567890				
3Test			Inactive Contractor		435678901				
5			Inactive Contractor		2			Y	
Contrac			Inactive Contractor		11111	4.50			
fsafd			Inactive Contractor		546				
Test			Inactive Contractor		124				
Test	Contractor	Building Shell	Inactive Contractor		4				
Testing	Contractor	Building Shell	Inactive Contractor		1				
Testing 7/23	Contractor	Building Shell	Inactive Contractor		11225				

1. Click on the *Contractor* tab.
2. Look for an existing Contractor with a matching Federal Tax ID. Sort by clicking either the Contractor column (alphabetical) or Tax ID column (numerical). If a Contractor, with a matching Tax ID, is on the list, you may activate them.
 - a. Click on the name of the contractor you want to activate.
 - b. If there is a "Y" in the *Activated* column, they are already active for your agency.
 - c. If not active, there will be a "N" in the *Activated* column.
 - d. Click the *Activate Contractor* button.
 - e. You will get a pop-up stating: "Contractor Added."
 - f. Click "OK".
 - g. There will be a "Y" in the *Activated* column indicating they are now active for your agency.

Note: After entering the Contractor name and Tax ID, and clicking save, FACSPRO checks for an existing contractor with the same Tax ID. If the Tax ID exists in the statewide system, a notice alerting you that the contractor you are trying to create already exists in the system. After clicking save, a pop-up will state, "A Contractor has been found with this Federal Tax ID. Do you want to Activate that Contractor for your SP?". You must answer Yes. If you don't answer "Yes", you won't be able to add the Contractor.

B. Enter a New Contractor or Crew



1. If the Contractor is not on the list, add a new Contractor or Crew:
 - a. Click *New*. (Figure 1)
 - b. Fill in the name of the *Contractor/Crew* at the bottom of the screen. (Check spelling is correct.) (Figure 2)
 - c. Enter *Federal Tax ID#* (must be 9 digits). (Figure 3)
 - d. Select *Contractor or Crew*. (Figure 4)
 - e. Select Contractor type: *Building Shell or Mechanical*. (Figure 5)
 - a. If Mechanical, you must select the sub type Check all that apply. (Figure 5a)
 - i. Electrical (includes Solar Contractors)
 - ii. Plumbing; and/or
 - iii. HVAC
 - b. If a Vendor, do not choose a sub-category
 - f. Click *Save*. (Figure 6)
 - g. You will see a pop-up stating "Please be advised... Do you want to Activate this Contractor?". (Figure 7)
 - h. Click "Yes". (Figure 7)
 - i. You will see a pop-up stating, "Contractor Added". (Figure 8)
 - j. Click "OK". (Figure 8)
 - k. You will now see a "Y" in the *Activated* column. (Figure 9)

C. Optional Contractor Tab Features

Contractor Entry

Contractors | Addresses | Documentation | Employees

New Save Cancel Notes

Show Activated Only

Contractor	Contractor/Crew	Type	Status	Activated	Tax ID	Rating	E	P	H
1Test	Contractor	Building Shell		Y	234567890				
2Test	Contractor	Building Shell		Y	134567890				
A	Contractor	Building Shell	Ineligible Contractor	Y	1231313				
A	Contractor	Mechanical	Doc. Incomplete	Y	687765454	4.50			
abc building	Contractor	Building Shell	Doc. Incomplete	Y	222333444				
abc construction	Contractor	Building Shell	Doc. Incomplete	Y	222222222				
ABC Everything	Contractor	Building Shell	Doc. Incomplete	Y	555555555		Y		
ABC Mechanical	Contractor	Mechanical	Doc. Incomplete	Y	999888777			Y	Y
asdasd	Contractor	Building Shell	Doc. Incomplete	Y	888899995				
crew 12.28.2020	Crew	Building Shell	Doc. Incomplete	Y	444444444				
Crew 2	Crew	Building Shell	Doc. Incomplete	Y	123456789				
Doug's HVAC	Contractor	Mechanical	Ineligible Contractor	Y	123456788	5.00			Y
Ivor's Electrical	Contractor	Mechanical	Doc. Incomplete	Y	121212121		Y		
Jake's insulation	Contractor	Building Shell	Ineligible Contractor	Y	123456789	5.00			
Kyles HVAC	Contractor	Mechanical	Doc. Incomplete	Y	321	5.00		Y	Y
sfsa	Contractor	Building Shell	Doc. Incomplete	Y	111111114				
Spring Plumbing	Contractor	Mechanical	Eligible Contractor	Y	232323233	4.00			Y
Test Crew	Crew	Building Shell	Doc. Incomplete	Y	123456789				

Contractor: 1Test Remove Contractor

Federal Tax ID: 234567890 Don't Share Contractor

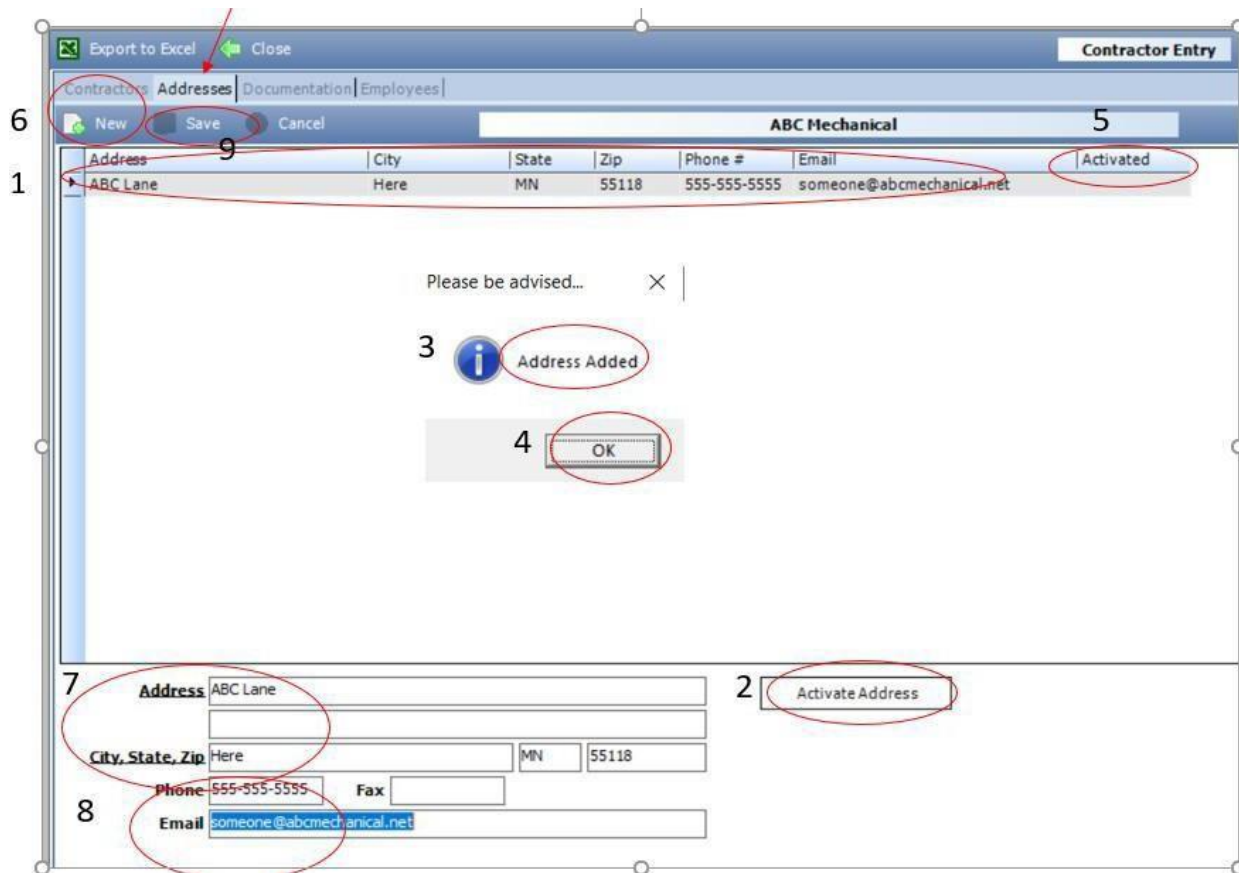
Contractor Crew Rating: [Dropdown]

Building Shell Mechanical

Electrical Plumbing HVAC

1. *Don't Share Contractor* (Optional)
 - a. When *Don't Share Contractor* is checked, the Contractor will not be visible, in the grid, to other Service Providers. Other Service Providers will only see them when they begin to enter a contractor with the same name and Tax ID.
2. *Choose a Rating* (optional)
 - a. *Rating* is used to rate the performance of a contractor (1 – 5 stars).
 - b. When a rate is entered, you will see it in the *Rating* column of the *Contractor Tab*. A green highlighted rate indicates a note is present.
3. *Notes* (Contractor Tab)
 - a. Notes entered from the Contractors tab, regarding a rating or a Contractor in general, can be viewed by other Service Providers.
 - b. To view or add a note, click on the *Notes* icon at the top of the page. Compose the note and click *Save*.
 - c. Notes can only be edited or deleted by Commerce.

4. Address Entry Tab



A. Overview

1. Click on the Contractor you wish to update in the *Contractor* tab before moving to the address tab.
 1. If the contractor has multiple locations, this is where the other addresses would be found or entered.
 2. If you have activated an existing contractor and an address already exists on the list that matches one that you want to use, you do not need to enter it again.

B. Activate an Existing Address

1. Click on the *Address* tab.
2. Click on an existing address in the grid. (Figure 1)
3. Verify the information is correct.
4. Click *Activate Address*. (Figure 2)
5. You will see a pop-up stating, "Address Added". (Figure 3)
6. Click "OK". (Figure 4)
7. Status will now say *Activated*. (Figure 5)

C. Add a New Address

1. Click on the address tab.

2. Click the *New* button. (Figure 6)
3. Enter the (street) *Address; City, State, and Zip* (mandatory). (Figure 7)
4. Enter the *Phone, Fax, and Email* (optional but recommended). (Figure 8)
5. Click *Save*. (Figure 9)
6. Highlight the address you added. (Figure 1)
7. Click *Activate Address*. (Figure 2)
8. You will see a pop-up stating, "Address Added". (Figure 3)
9. Click "OK". (Figure 4)

5. Documentation Entry Tab

The screenshot shows the 'Documentation' tab for 'ABC Mechanical'. The table below represents the data shown in the interface:

Documentation	Start Date	End Date	Attached	Expire Date	Not Needed
Contract between SP and contractor	9/23/2020	1/12/2021	Y	1/12/2021	
Verification of receipt of SWS and agreement to meet them					
Contractor license (Electrical)	12/22/2020	7/15/2021	Y	7/15/2021	
Contractor license (Plumbing)	10/6/2020	1/13/2021	Y	1/13/2021	6
Bond (for HVAC only)					
Insurance (property damage, bodily injury, liability)	1/11/2021	1/29/2021	Y	1/29/2021	5
Workers compensation					
Debarment check	1/4/2021			1/4/2022	
EPA Lead firm certification					
Asbestos contractor and firm certification					
COVID-19 Preparedness Plan					

Annotations in the screenshot include:

- 7: A checkbox labeled 'Show Expired'.
- 1: A red circle around the 'Expire Date' column header.
- 4: A red circle around the 'Start Date' of the 'Contractor license (Electrical)' row.
- 6: A red circle around the 'Expire Date' of the 'Contractor license (Plumbing)' row.
- 5: A red circle around the 'Expire Date' of the 'Insurance' row.
- 2: A red circle around the 'Start Date' of the 'Debarment check' row.
- 3: A red circle around a redacted 'End Date' cell.

At the bottom, there are date selection fields for 'Start Date' (12/22/2020) and 'End Date' (7/15/2021), a 'View' button, and a 'Create New Document' button.

A. Overview

1. Documents are unique to each Service Provider, and you will only see your agency's documents. Each agency must add all required dates and documents.
2. Based on the type of Contractor/Crew you choose, only the relevant documents will be available.
3. *Expire Date* automatically calculates based on the date(s) entered. (Figure 1)
 - i. Documents that only require a date conducted, will show that date in the *Start Date* column. (Figure 2)

B. Required Field Alerts

1. One required field will be highlighted red until all required fields are complete. If there are multiple fields required, the highlight will move to the next field until all required items are entered. (Figure 3)
2. *Red highlight* indicates the field is required (date and/or attachment) and must be completed to have an eligible Contractor. (Figure 3)
3. *Grey highlight* indicates the information is not required. (Figure 4)

C. Expired/Expiring Contractor Alerts

1. If you have an “Expiring Contractor” a notification will pop up each time FACSPRO is launched.
2. Alerts are built in and will flag when a document is soon to expire or is expired.
 - i. *Yellow highlight* indicates document it is soon to expire. Soon to expire alerts are set by Commerce and vary by document (see individual documents for alert timeframes in section J.). (Figure 5)
 - ii. *Red highlight* indicates document is expired. This makes the contractor ineligible; you will not be able to use this contractor until documentation is updated. (Figure 6)
3. Expired documents are archived and visible only when *Show Expired*, at the top of the page, is checked. (Figure 7)
4. Expiring dates and documents will run concurrently with new documents until expiration, at which time the expired document will be archived.

D. Document Entry Overview

1

2

3

4

5

6

Documentation	Start Date	End Date	Attached	Expire Date	Not Needed
Contract between SP and contractor	9/23/2020	1/12/2021	Y	1/12/2021	
Verification of receipt of SWS and agreement to meet them					
Contractor license (Electrical)	12/22/2020	7/15/2021	Y	7/15/2021	
Contractor license (Plumbing)	10/6/2020	1/13/2021	Y	1/13/2021	
Bond (for HVAC only)					
Insurance (property damage, bodily injury, liability)	1/11/2021	1/29/2021	Y	1/29/2021	
Workers compensation					
Debarment check					
EPA Lead firm certification					
Asbestos contractor and firm certification					
COVID-19 Preparedness Plan					

Start Date [] [v] Attach

End Date [] [v]

Not Needed

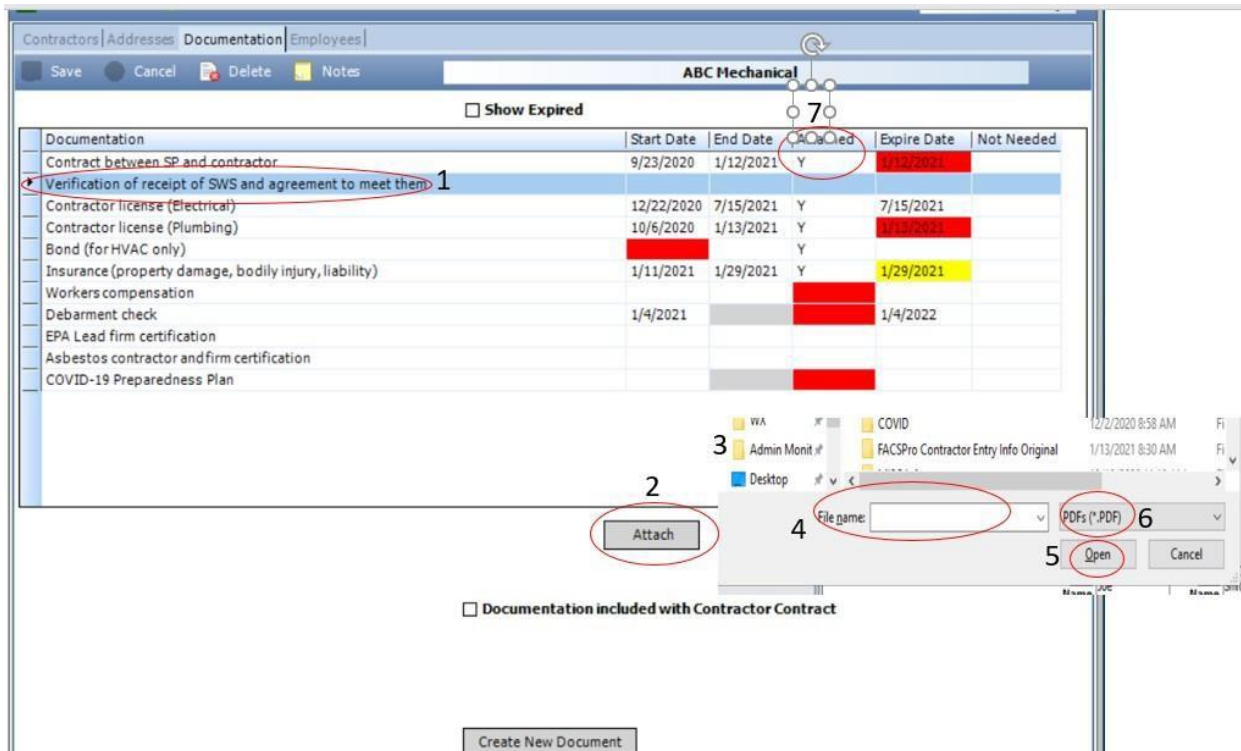
Notes [] [v]

1. Click on the *Documentation tab*. (Figure 1)
2. Click on the document name. (Figure 2)
3. Enter the *Start and End Dates* (Label 3) or check the *Not Needed* box (Figure 3).
 - i. Start dates must be either in the past or today's date.
 - ii. End dates must be in the future.
4. The following documents give you the option of a check box indicating it is not needed or not applicable. (Figure 4)
5. Notes explaining the reason for checking the box are required for some items. (Figure 6)
 - i. *Verification of Receipt of SWS* when documentation is included in Contractor contract (adding a note is optional).
 - ii. *Workers Compensation Insurance* when not applicable (requires a note).
 - iii. *EPA Lead Firm Certification* when not applicable (For mechanical contractors or vendors not doing any lead-related work.) (Adding a note is optional).
 - iv. *Asbestos Contractor and Firm Certification* when not applicable (Adding a note is optional).
6. Click *Save* after each entry. (Figure 5)

E. Notes Folder (Documentation Tab) (Figure 6)

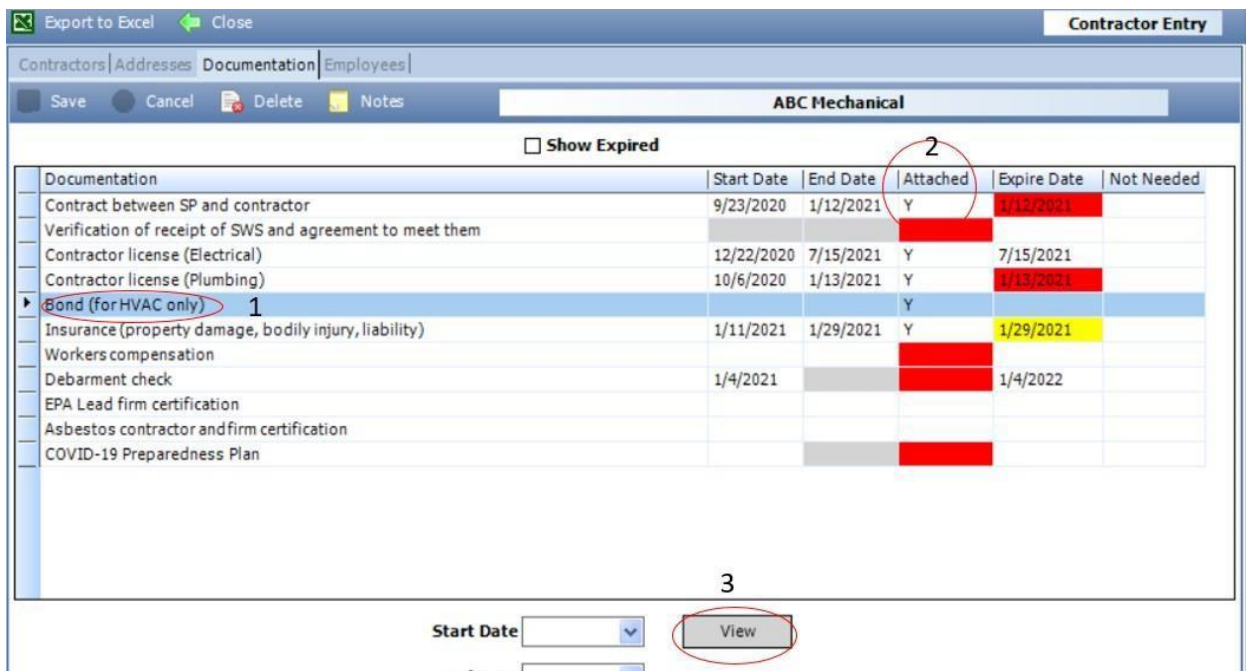
1. *Notes* entered from the *Documentation tab* are related to a specific document.
2. Notes added here are not linked to the Contractor notes folder and do not trigger a highlight on the grid.
3. You must first click on the document and then click on the *Notes* folder to add a note.
4. Asbestos and Lead notes field shows only in the notes box.
5. Notes can only be edited or deleted by Commerce.
6. Only the Service Provider entering the information can view it.

F. Attach/Upload a Document



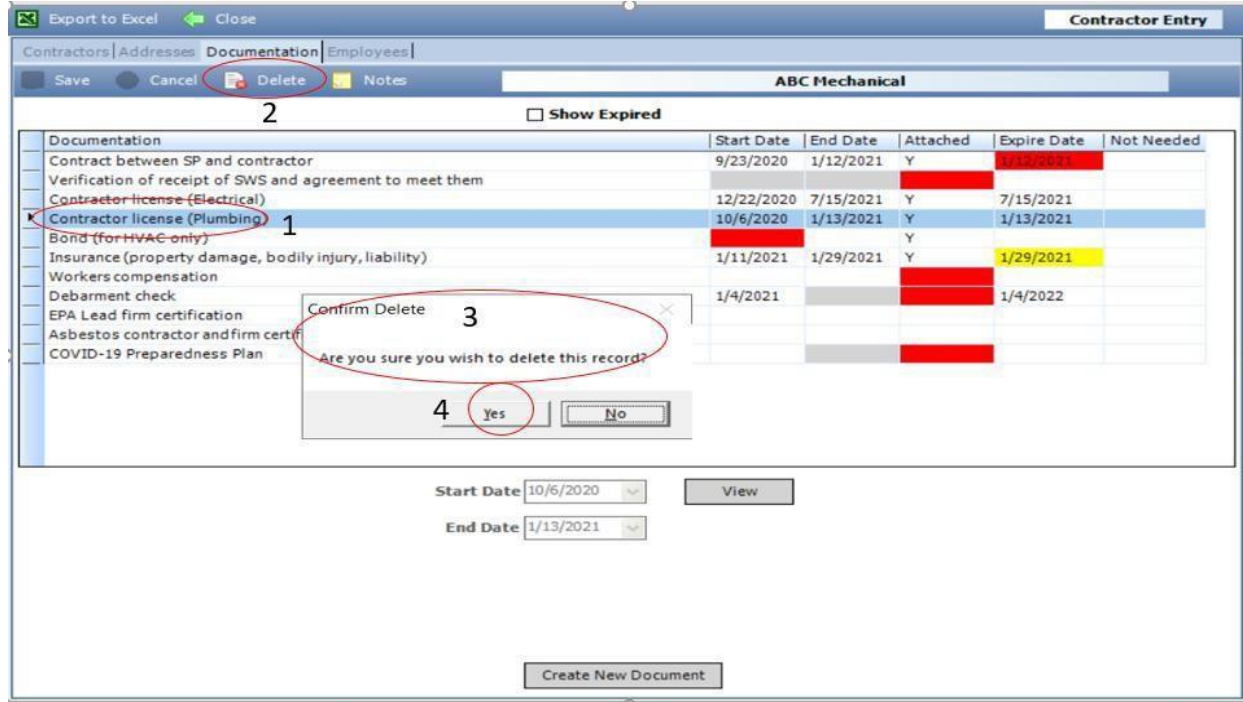
1. Attachments are required for each entry.
 - i. Save the documents in a location that is easily accessible such as on your desktop or an easily accessible folder on your computer.
 - ii. Attachments must be in the form of a PDF or JPEG (Figure 6)
2. Highlight the document name. (Figure 1)
3. Click *Attach*. (Figure 2)
4. When you click *Attach*, a file browser window will pop up. (Figure 3)
5. Navigate to the location of the file you would like to upload. (Figure 4)
6. Highlight the appropriate file and click *Open*. (Figure 5)
7. A “Y” will populate in the *Attached* column indicating the attachment is present. (Figure 7)

G. View an Attachment



1. Click on the line of the document you wish to view. (Figure 1)
 - i. There must be a “Y” in the *Attached* column indicating an attachment is present. (Figure 2)
2. Click View. (Figure 3)

H. Delete a Document



1. Click on the line you wish to delete. (Figure 1)
2. Click *Delete*. (Figure 2)
3. A pop-up stating, "Are you sure you wish to delete this record?" (Figure 3)
4. Click "Yes". (Figure 4)
5. Refresh the list of documents by selecting a document name above or below or click another tab then return to the Documentation tab and the document will reappear to allow entry of the correct information.

I. Add a New Document when Previous Document is Expired/Expiring

Contractor Entry

Contractors | Addresses | Documentation | Employees

Save Cancel Delete Notes ABC Mechanical

5 Show Expired

Documentation	Start Date	End Date	Attached	Expire Date	Not Needed
Contract between SP and contractor	9/23/2020	1/12/2021	Y	1/12/2021	
Verification of receipt of SWS and agreement to meet them					
Contractor license (Electrical)	12/22/2020	7/15/2021	Y	7/15/2021	
Contractor license (Plumbing) 3					
Contractor license (Plumbing) 1	10/6/2020	1/13/2021	Y	1/13/2021	
Bond (for HVAC only)			Y		
Insurance (property damage, bodily injury, liability)	1/11/2021	1/29/2021	Y	1/29/2021	
Workers compensation					
Debarment check	1/4/2021			1/4/2022	
EPA Lead firm certification					
Asbestos contractor and firm certification					
COVID-19 Preparedness Plan					

4 Start Date 1/11/2021 View
End Date 1/29/2021

2 Create New Document

1. Click on the document you wish to add or update. (Figure 1)
2. Click *Create New Document*. (Figure 2)
 - i. A duplicate document is created above the current document. (Figure 3)
3. Note that the *Create a New Document* option will only be available when all required fields and uploads are complete for the current document.
4. Click on the document type you wish to update.
5. Enter the *Start and End Dates* (Figure 4) or check the *Not Needed* box. See document specific information below for check box options.
6. Click Save. (Figure 5)
7. Upload the attachment. (see section F above)

J. Document Specific Information

1. **Contract between SP and Contractor**
 - i. Enter the start and end date of the contract.
 - ii. Upload the contract.
 - iii. Expire alert appears 60 days prior to expiration.
 - iv. Will not be present for a Crew.

2. Verification of Receipt of SWS

- i. If the SP's contract does not include a signed acknowledgment of receipt of the MN Weatherization Field Guide-SWS Aligned Edition (per MN WAP Policy Manual section 7.4.3 and DOE WPN 15-4) and SWS information is a separate document from the contract, upload the separate acknowledgement document. No dates need to be entered.
- ii. If receipt of SWS language is included in the contract, check the *Documentation included with Contractor Contract* box. No additional documentation or upload is required.
- iii. Solar electricians have no additional SWS requirements. For the SWS documentation, check the *Documentation included with Contractor Contract* box.
- iv. Expire alert appears 60 days prior to expiration.
- v. Will not be present for a Crew.

3. Contractor License/Bond

- i. Enter start and end date of the firm license or bond.
- ii. Shell: Upload the license (assumes bond).
- iii. Mechanical/HVAC: Upload the Bond.
- iv. Electrical or Plumbing: Upload the license (at least one of the employees must have an individual license for this to be an eligible contractor).
- v. Expire alert appears 30 days prior to expiration.

4. Insurance Certificate (Property damage, bodily injury, liability)

- i. Enter the start and end date of the liability insurance.
- ii. Upload the insurance document.
- iii. Expire alert appears 30 days prior to expiration.

5. Workers Compensation

- i. When contractor has employees, the Insurance Certificate must include evidence of *Workers Compensation* coverage or separate documentation must be uploaded.
- ii. If the *Workers Compensation* information is not included in the *Insurance Certificate*:
 1. Enter the *Workers Compensation Insurance* start and end date.
 2. Upload the separate *Workers Compensation Insurance* document.
- iii. If *Workers Compensation* information is included on the *Insurance Certificate*:
 1. Check the *Not Needed* box.
 2. Add a note in the *Not Needed Reason* box noting the reason it's not needed.
 3. Attachment is not required when the *Not Needed* box is checked.
- iv. Expire alert appears 30 days prior to expiration.

6. Debarment Check

- i. Debarment verification must be completed annually. These expire, in FACSPRO, one year from the completion date.
- ii. Enter the date conducted.
- iii. Upload the document.

- iv. Expire alert appears 60 days prior to expiration.
- v. Will not be present for a Crew.

7. EPA Lead Firm Certification

- i. *EPA Lead Firm Certification* is required for all building shell contractors.
- ii. Enter the start and end date.
- iii. Upload the *EPA Lead Firm Certification* document.
- iv. If the Mechanical Contractor or vendor does not perform any work requiring lead-safe practices and certification is not required, check the *Not Needed* box and document the reason it's not required in the *Notes* (recommended).
- v. Expire alert appears 60 days prior to expiration
- vi. EPA Certification Information can be found at http://cfpub.epa.gov/flpp/searchrrp_firm.htm.

8. Asbestos Contractor and Firm Certification

- i. Required only when contractor does asbestos work.
- ii. Enter start and end date.
- iii. Attach the *Asbestos Contractor and Firm Certification* document.
- iv. If contractor or vendor does not perform asbestos work, check the *Not Needed* box.
- v. Add a note in the *Notes* box (recommended).
- vi. Expire alert appears 90 days prior to expiration.
- vii. Will not be present for a Crew.

9. COVID-19 Preparedness Plan

- i. Enter date plan was signed.
- ii. Attach the *COVID-19 Preparedness Plan* document.
- iii. No renewal required at this time.

6. Employee Entry Tab

A. Employee Entry Overview

- A. Everyone entering a client's home, including a working owner or sole proprietor, must be listed in the *Employees* tab. (Figure 1)
- B. Employees and associated documents are unique to each Service Provider. Each Service Provider must add all required dates and documents.
- C. All the required documentation for Asbestos and Lead must be complete in the *Contractor* tab (dates and attachment), for the associated employee documentation to flag as required.

B. Required Field Alerts

- A. *Red highlight* indicates the field is required (date and/or attachment) and must be completed for a contractor to be eligible. (Figure 2)
 1. One required field will be highlighted red until all required fields are complete. If there are multiple fields needed, the highlight will move to the next field until all required items are entered.
- B. *Grey highlight* (Figure 3) or *no highlight* (Figure 4) indicate the information is not required.

C. Expiration Alerts

- A. *Expire Date* automatically calculates based on the date(s) entered. (Figure 5)
 1. Documents that only require a date conducted, will only show the date in the *Start Date* column.
- B. *Yellow highlight* indicates it is soon to expire.
- C. *Red highlight* indicates it is expired.

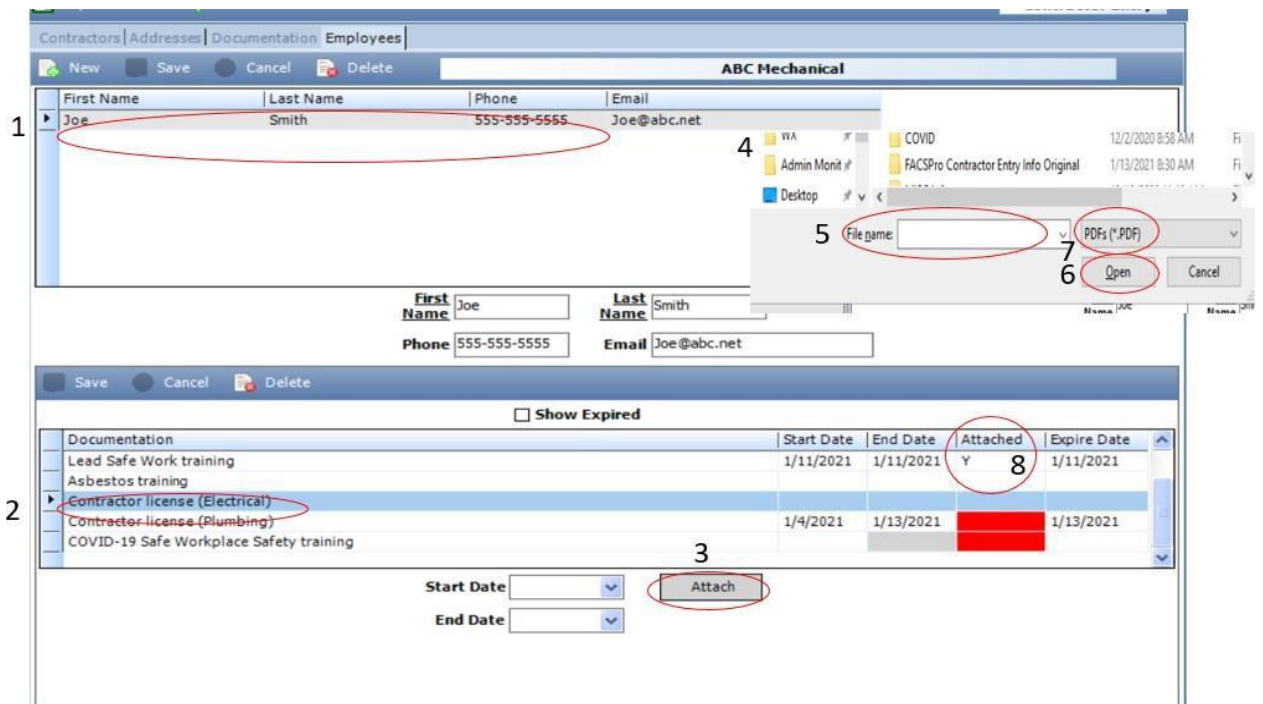
D. Add Employees

- A. Click on the Employees tab. (Figure 1)
- B. Click *New*. Figure 6
- C. Enter the *First Name and Last Name* (required). (Figure 7)
- D. Enter the *Phone and Email* (recommended). (Figure 8)
- E. Click *Save*. (Figure 9)
- F. Add additional employees by repeating these steps.

E. Employee Documentation Entry

- A. Click on the employee name. (Figure 10)
- B. Click on the line with the name of the document you wish to add and enter the required information. (Figure 11)
 1. Enter the *Start and End Dates*. (Figure 12)
 - a. Start dates must be either in the past or today's date.
 - b. End dates must be in the future.
 2. Click *Save* after each entry. (Figure 13)

F. Attach/Upload a Document



- A. Click on the employee name. (Figure 1)
- B. Highlight the document name. (Figure 2)
- C. Click *Attach*. (Figure 3)
- D. When you click *Attach*, a file browser window will pop up. (Figure 4)
- E. Navigate to the location of the file you would like to upload. (Figure 5)
- F. Highlight the appropriate file and click *Open*. (Figure 6)
- G. Attachments must be in the form of a PDF or JPEG. (Figure 7)
- H. A "Y" will populate in the Attached column indicating the attachment is present. (Figure 8)

G. View an Attachment

First Name: Joe Last Name: Smith
Phone: 555-555-5555 Email: Joe@abc.net

Save Cancel Delete

Show Expired

Documentation	Start Date	End Date	Attached	Expire Date
EPA Lead Certified Renovator	8/18/2020	2/18/2021	Y	2/18/2021
Asbestos training	6/22/2020	1/29/2021	Y	1/29/2021
Contractor license (Electrical)	9/7/2020	1/28/2021		1/28/2021
Contractor license (Plumbing)	1/4/2021	1/13/2021		1/13/2021
COVID-19 Safe Workplace Safety training				

Start Date: 6/22/2020 View Create New Document

- A. Click on the line of the document you wish to view.
 1. There must be a "Y" in the *Attached* column indicating an attachment is present. (Figure 2)
- B. Click View. (Figure 3)

H. Delete a Document

Export to Excel Close Contractor Entry

Contractors | Addresses | Documentation | Employees

New Save Cancel Delete ABC Mechanical

First Name	Last Name	Phone	Email
Joe	Smith	555-555-5555	Joe@abc.net

Confirm Delete

Are you sure you wish to delete this record?

Yes No

Save Cancel Delete Show Expired

Documentation	Start Date	End Date	Attached	Expire Date
EPA Lead Certified Renovator	8/18/2020	2/18/2021	Y	2/18/2021
Asbestos training	6/22/2020	1/29/2021	Y	1/29/2021
Contractor license (Electrical)	9/7/2020	1/28/2021		1/28/2021
Contractor license (Plumbing)	1/4/2021	1/13/2021		1/13/2021
COVID-19 Safe Workplace Safety training				

Start Date: 6/22/2020 End Date: 1/29/2021 View Create New Document

- A. Click on the line you wish to delete. (Figure 1)
- B. Click *Delete*. (Figure 2)

- C. A pop-up stating, “Are you sure you wish to delete this record?” (Figure 3)
- D. Click Yes. (Figure 4)
- E. Refresh the list of documents by selecting a document name above or below or click another tab then return to the Documentation tab and the document will reappear to allow entry of the correct information.

I. Add a New Document when Previous Document is Expired/Expiring

- A. Click on the document you wish to add or update. (Figure 1)
- B. Click *Create New Document*. (Figure 2)
 - 1. A duplicate document is created above the current document. (Figure 3)
- C. Click on the document you wish to update.
 - 1. Enter the *Start and End Dates*.
 - 2. Click Save.
- D. Upload the attachment.
- E. Note that the *Create a New Document* option will only be available when all required fields and uploads are complete for the existing document.

J. Employee Document Specific Information

- A. ***Employee Criminal Background Check (optional)***
 - 1. Enter the date the *Background Check* was conducted.

2. No document attachment is required.
3. Expire alerts 60 days prior to expiration.

B. EPA Lead-Certified Renovator

1. For each Certified Lead Firm, at least one employee must have an *EPA Lead Renovator Certification* for the Contractor to be eligible.
2. Enter the start and end date.
3. Attach the *EPA Lead Renovator Certification* document.
4. Expire alerts 90 days prior to expiration.

C. Lead-Safe Work Training

1. All employees must have either lead-safe work training or have *EPA Lead Renovator Certification*. When *Lead Renovator Certification* is entered, lead-safe work training will not show, on the grid as an option, as it is included in the certification.
2. Enter the *Lead-Safe Work Training* start and end date and attach documentation of training. This training may have been conducted internally by the Contractor; in this case, the contractor should provide documentation attesting to this training including an outline of topics addressed and date of training.
3. Expire alerts 90 days prior to expiration.

D. Asbestos Certification

1. *Asbestos Certification* is required for all employees of a Contractor who performs asbestos work.
2. Document will only show on the grid when *Asbestos Contractor and Firm Certification* information is entered for the Contractor in the main *Documentation tab*.
3. Enter the *Asbestos Certification* date(s) and attach documentation.
4. Expire alerts 90 days prior to expiration.
5. Will not be present for a Crew employee.

E. COVID-19 Safe Workplace Safety Training

1. Enter the date the COVID-19 Safe Workplace Safety Training was conducted.
2. Attach documentation of the training.
3. No renewal required at this time.

7. Contractor Status Review

The screenshot shows the Contractor Entry software interface. At the top, there are buttons for 'Export to Excel', 'Close', and 'Notes'. Below these are tabs for 'Contractors', 'Addresses', 'Documentation', and 'Employees'. The main window displays a list of contractors with columns for Contractor/Crew, Type, Status, Activated, Tax ID, Rating, E, P, and H. The 'ABC Mechanical' contractor is highlighted. Below the list, there are fields for 'Contractor' (ABC Mechanical) and 'Federal Tax ID' (999888777). There are also radio buttons for 'Contractor' and 'Crew', and checkboxes for 'Electrical', 'Plumbing', and 'HVAC'. A 'Rating' section shows a table of documentation items with columns for Start Date, End Date, Attached, Expire Date, and Not Needed. The 'Documentation' tab is selected, showing a list of documents with their respective dates and attachment status.

Documentation	Start Date	End Date	Attached	Expire Date	Not Needed
Contract between SP and contractor	9/23/2020	1/12/2021	Y		Not Needed
Verification of receipt of SNS and agreement to meet them					
Contractor license (Electrical)	12/22/2020	7/15/2021	Y	7/15/2021	
Contractor license (Plumbing)	10/6/2020	1/13/2021	Y	1/13/2021	
Bond (for HVAC only)					
Insurance (property damage, bodily injury, liability)	1/11/2021	1/29/2021	Y	1/29/2021	
Workers compensation					

- A. Click the *Contractor* tab. (Figure 1)
- B. Highlight the Contractor and review the *Status* column. (Figure 2)
 1. *Eligible Contractor*: Indicates all information is complete. (Figure 3)
 2. *Doc. Incomplete*: Indicates additional documentation is required for eligibility to be complete. (Figure 4)
 3. *Ineligible Contractor*: Indicates there are expired documents. (Figure 5)
- C. Determine what information needs to be updated or completed.
 1. Option 1:
 - a. Review the documentation and employee tabs.
 - i. Click on the *Documentation* tab. (Figure 6)
 1. Review for expired or missing information.
 2. Look for highlighted or missing dates or missing attachments in the document section. (Figure 7)
 - ii. Click on the *Employee* tab. (Figure 8)
 - i. Click on each employee.
 - ii. Look for highlighted or missing dates or missing attachments in the document section.
 - b. Click on the *Employee* tab. (Figure 8)
 - i. Click on each employee.
 - ii. Look for highlighted or missing dates or missing attachments in the document section.
 2. Option 2:
 - a. Create a SP report to review missing documentation.
 - i. Go to the main *Contractor* tab.
 - ii. Click on the Contractor's name. (Figure 9)
 - iii. Click *Export to Excel* (Figure 10)
 1. This generates an *Active Contractor Report*.
 2. This report takes a significant amount of time to generate.

- D. Update information as needed.
1. If documentation is expired, see *Update an Expired Document*.
 2. Inactive Contractor indicates that the contractor has not been activated for your agency. See *Activate an Existing Contractor*.

8. Expire Alert Quick Reference Table

Document	Expire Alert (# days)
Contractor Documents	
Contract between SP and Contractor	60
Verification of Receipt of SWS	60
Contractor License/Bond	30
iv. Insurance Certificate (Property damage, bodily injury, liability)	30
Workers Compensation	30
Debarment Check	60
EPA Lead Firm Certification	60
Asbestos Contractor and Firm Certification	90
ix. COVID-19 Preparedness Plan	N/A
Employee Documents	
Employee Criminal Background Check	60
EPA Lead-Certified Renovator	90
iii. Lead-Safe Work training	90
Asbestos Training	90
COVID-19 Safe Workplace Safety training	N/A

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