

Maine State Housing Authority (MaineHousing)  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)

**CONTRACTOR ELIGIBILITY VERIFICATION FORM**

**INSTRUCTIONS:** This Verification Form must be completed by the CAA for each weatherization contractor whose annual bids were approved for the purpose of performing weatherization work in the WAP program.

Contractor Name: \_\_\_\_\_ CAA: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ WAP Contract Period:  
Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Documentation/Verification		YES	NO	N/A	Expire Date
1	Is Bid submission and Contractor Application complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is contractor eligible to receive award under laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is contractor on the Debarment List?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are contractor references satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Current, In-Force Certificate of Insurance with the following minimum coverage:				
a.	Pollution Occurrence Insurance (POI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b.	General Commercial Liability—at least \$1,000,000 per occurrence (Claims Made Policy acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Worker's Compensation Maine Statutory Limits (or state waiver)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Vehicle Liability Insurance (Maine limit required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Electrical, Plumbing, and/or Heating Licenses provided: <input type="checkbox"/> Electrical <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Other				
7	Contractor has taken Lead-Smart Renovator Course from a Maine DEP certified trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Contractor provided Certification regarding debarment, suspension, ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Contractor possesses current EPA Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Contractor possession current EPA RRP Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Contractor crew has Building Professional Institute (BPI) Certifications: <input type="checkbox"/> Crew Leader <input type="checkbox"/> Energy Auditor <input type="checkbox"/> Installer <input type="checkbox"/> QCI Inspector				

**WORK HISTORY (Comments)**

**CLIENT REFERENCES (Comments)**

**CAA VERIFICATION:**

Signature of CAA Representative \_\_\_\_\_ Date \_\_\_\_\_ CAA Representative Name \_\_\_\_\_