
Unlocking Contractor Success

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2025
WINTER
TRAINING
CONFERENCE

"BUILDING TOWARDS TOGETHER"

www.nascsp.org

Session Objectives

- Learn practical strategies to recruit, engage, and retain contractors.
- Understand best practices to navigate procurement and ensure quality work.
- Gain access to tools and resources for contractor engagement and performance improvement.
- Explore innovative approaches to build contractor pipelines and foster positive relationships.

Icebreaker: What's Your Contractor Challenge?

What's the biggest challenge you face in working with contractors?

Try to answer in one or two words.





Contractor Challenges in Weatherization

Skilled Contractor Shortage – Finding experienced contractors willing to work in weatherization is a growing challenge.

Turnover & Quality Control – High turnover disrupts workflows and leads to inconsistent project quality.

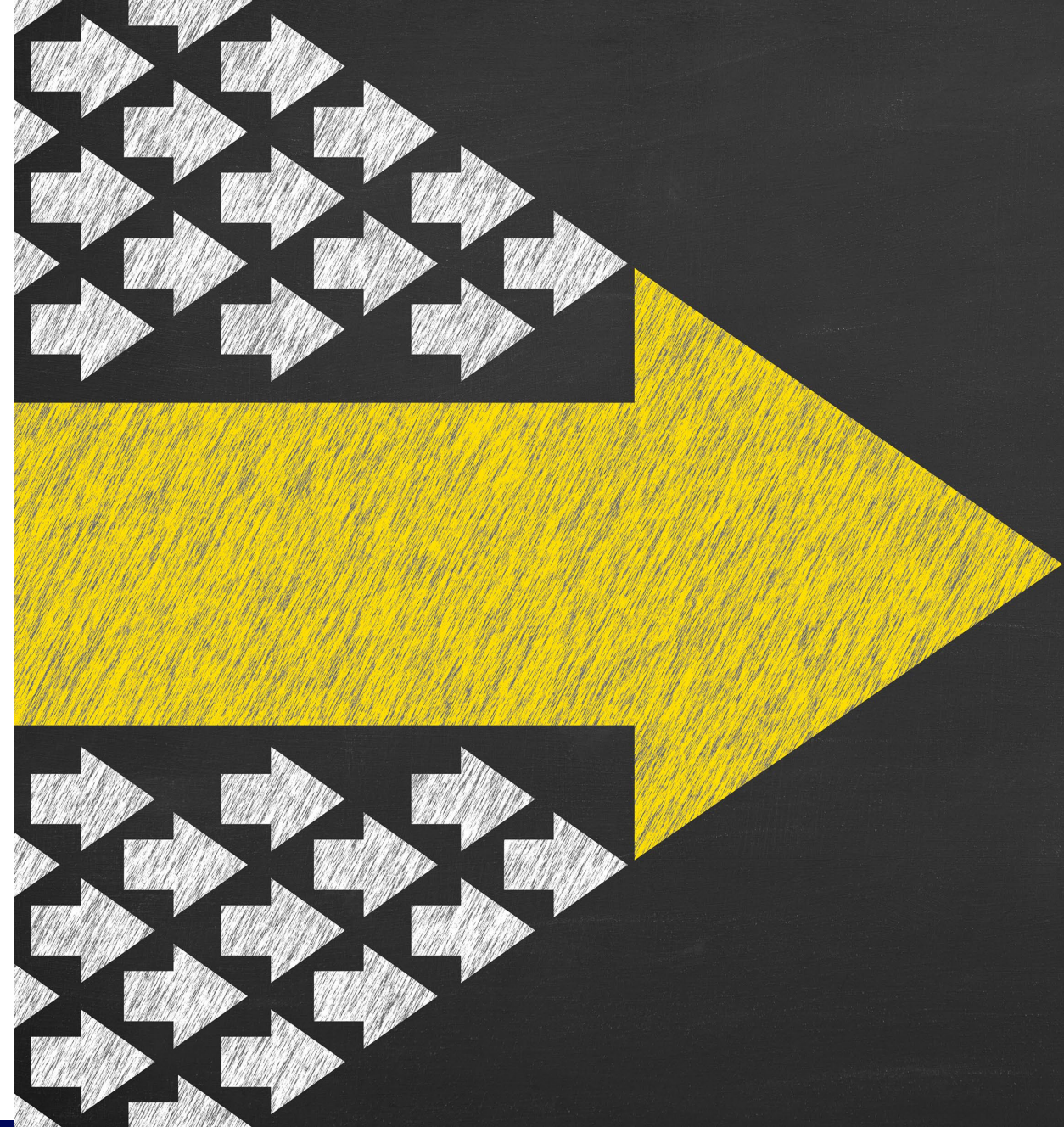
Stigma Around Federal Funding – Many contractors hesitate to work with WAP due to concerns over regulations, payment timelines, and administrative burdens.

The Opportunity Ahead

Closing workforce gaps with new strategies and contractor engagement.

Innovative approaches to recruitment, training, and retention.

Supporting contractors with streamlined processes and resources.





Best Practices for Contractor Engagement

Leave Bids Open Longer

Why it Works: Longer bid windows attract more contractors and improve competition.

Key Benefits:

- Increases contractor participation.
- Allows smaller firms time to prepare proposals.
- Improves bid quality and pricing.

Strategies for Success:

- Pre-bid meetings to clarify expectations and requirements.
- Outreach campaigns to expand contractor interest.
- Follow-ups with potential bidders to address concerns.

Testing the Waters

Small Package Procurements are a low-risk way to engage new contractors.

On-the-Job Training helps contractors gain experience with WAP projects and get a better idea of scope, measures, costs, etc.

Why It Works:

- Builds confidence and familiarity with program requirements.
- Reduces contractor hesitation about federal funding processes.
- Creates a pathway for long-term contractor engagement.



Expanding Outreach & Reducing Barriers

Expanding Contractor Outreach

- Metro Areas: Larger labor pools, more contractor availability.
- New Markets: Recruiting from adjacent industries such as skilled trades, HVAC, and others.

Reducing Barriers

Simplify Procurement: Using Requests for Qualifications (RFQ) instead of Requests for Proposals (RFP) reduces barriers for contractors who may be interested in learning more.

Building a Contractor Pipeline

Creating a steady pool of contractors:

Ongoing recruitment, partnerships, and outreach.

Maintaining engagement & readiness:

Training, support, and clear communication.

Long-term retention strategies:

Strengthening relationships and reducing turnover.





Making WAP Attractive to Contractors

Overcoming Contractor Hesitation

Common Misconceptions:

- Slow payments and excessive paperwork.
- Too many regulations and compliance burdens.
- Lack of profitability compared to private-sector work.

Changing the Narrative:

- Streamlined processes and faster payments.
- Reliable, consistent work with guaranteed funding.
- Opportunities for business growth and long-term partnerships.

Wooing Contractors

Showcasing WAP's Value:

- Competitive pay and reliable work.
- Consistent project flow backed by federal funding.
- Simplified processes to reduce administrative burden.

Building Trust Through Testimonials:

- Success stories from contractors who have benefited from WAP.
- Case studies on improved payment timelines and project efficiency.
- Peer-to-peer engagement to encourage participation.

Helping Contractors Succeed

Training & Development:

- Look into resources and programs to help contractors meet WAP standards.
- Provide hands-on workshops and technical guidance.

Onboarding & Compliance Support:

- Simplify paperwork and reporting requirements.
- Dedicate assistance to navigate program expectations.



Leveraging Tools & Resources

Contractor RFQ Templates from NASCSP

RFQ Templates for Contractors and other services used in WAP. These can work for both Grantees and Subgrantees.

These templates are a great starting point and take half the work out of RFQ development.

<https://nascsp.org/bil-procurement-rfps/>

BIL Procurement & RFPs



This webpage offers essential templates and guides for implementing WAP BIL. It includes step-by-step instructions, best practices, and compliance forms to support project planning and management. The templates and guides are arranged by topic, making it easy to find resources tailored to specific needs.

> Data Management Systems

✓ WAP Contractors RFQ

- ***NEW*** NASCSP RFQ Template - Excel Data
- ***NEW*** NASCSP RFQ Template - WAP Contractors
- ***NEW*** NASCSP RFQ Example - WAP Contractors
- ***NEW*** NASCSP RFQ Instructions - WAP Contractors

> Technical Monitoring and QCI

> Multifamily

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Contractor Engagement

for the Weatherization Assistance Program



The **Contractor's Guide to Success** equips contractors with the knowledge and tools they will need to succeed in the Weatherization Assistance Program—whether they're just starting a business venture or looking to expand existing operations.

Utilize this resource to raise awareness and educate contractors about opportunities with your agency.

Contractor's Guide to Success

-  Getting Started
-  Preparation
-  Application
-  Starting Work & Quality Control
-  Growing Your Business

Explore Now!




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PREPARATION

- Prepare Your Business
- Training & Certifications
- Weatherization and Building Science Certifications
- Lead Hazard Mitigation Certifications
- Safety Certifications
- Local and State Building Codes
- Other Certifications
- Getting Ready for Work





STARTING WORK AND QUALITY CONTROL

- Good Business Practices
- Business Management Training
- Optimizing Your Business
- Professional Networks
- Standardized Work Specifications (SWS)
- Quality Assurance and Quality Control
- Customer Service
- Project Management Tools
- Weatherization Assistance Program Compliance

- ▶ Key Relationships
- ▶ Invoicing and Payment
- ▶ Cash Flow Check
- ▶ Recordkeeping and CRM Tools
- ▶ Human Resources Management
- ▶ Marketing Presence





SUPPLEMENTAL RESOURCES

The **Contractor's Guide to Success** also contains additional supplemental resources in the form of quick reference guides and checklists.

Downloads available now include:

- Tools and Equipment List
- Application Process Overview
- Understanding Standard Work Specifications, Field Guides, and Job Aids
- Quality Assurance Overview

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Comprehensive Tool and Equipment List for Weatherization Contractors

**Note: Lists are not all-inclusive and everything on the list may not be used for every project.*

- STANDARD HAND TOOLS**
 - Tool belt with pouches
 - Slotted screwdriver
 - Phillips screwdriver
 - 25' tape measure
 - 16-oz. hammer
 - Chisel
 - Awl
 - Pry bar
 - Utility knife
 - Flashlight
 - Hacksaw
 - Handsaws
 - Coping saw
 - Keyhole saw
 - Tin snip
 - Cutting pliers
 - Regular gripping pliers
 - Adjustable wrench
 - Scriber
 - Chalk line
 - Drywall screw setter
 - Drywall rasp
 - Joint knife
 - Taping knife
 - Scraper
 - Mud pan
 - Paint scraper
 - Combination square
 - Inspection mirrors
- STANDARD POWER TOOLS**
 - Cordless impact driver with accessories
 - Cordless drill with bits and accessories
 - Reciprocating saw
 - Circular saw
 - Miter saw
 - Table saw
- OTHER TOOLS AND EQUIPMENT**
 - Ladders
 - Telescoping
 - Extension
 - Folding
 - Step
 - Scaffolding
- PERSONAL PROTECTION AND SAFETY EQUIPMENT**
 - Respirator
 - Safety glasses / goggles
 - Gloves
 - Work
 - Disposable
 - Tyvek suits
 - Shoe covers
 - Cleaning supplies
 - Hard hat
 - Garbage bags
 - Roll plastic
 - Hand sanitizer
 - First aid kit (Occupational Safety and Health Administration)
 - Shop vac with HEPA filter
 - Non-Contact voltage detector
 - Line voltage detector
 - Both low and high voltage
- DIAGNOSTIC TOOLS AND EQUIPMENT**
 - Blower door kit
 - Duct leakage testing kit
 - Manometers and hoses
 - Pressure pan
 - Exhaust fan flow meter
 - Combustion analyzer (Bacharach / Testo)
 - Ambient / Personal CO detector
 - Gas leak detector
 - Moisture meter
 - Probe thermometers
 - Static pressure probe
 - Borescope
 - Smoke generating device
 - Wattage / Load meter
 - Camera (digital / phone)
 - IR camera
 - Inspection mirrors
 - 8" duct mask tape
- INSULATION TOOLS AND EQUIPMENT**
 - Insulation blowing machine
 - Hose reel
 - Hoses and tubing
 - 2" clear hose (50 feet)
 - 3" clear hose (50 feet x2)
 - 1 1/4" summer/winter tubing
 - 3-inch steel hose connectors
 - 3"-2" steel hose reducers
 - 2"-3" hose clamps
 - Low RPM 1/2" drill for holes
 - 2 9/16" wood drill bit
 - Wall plugs
 - Survey marking flags
 - R-sticks / R-value rulers
 - Pressure testing gauge
 - Portable electric generator (5,000 watts)
 - Extension cords (#12 gauge)



NEW RESOURCES COMING SOON!

- Ten Steps to Becoming a New Contractor
- Business Plan on a Page
- A Guide to Financing your Business
 - Editable chart of accounts and budget worksheet
 - Editable pro-forma worksheet
- A Guide to Insurance for your Business
- A Guide to Onboarding Employees
- A Guide to Creating an Employee Handbook
 - Editable employee handbook for your business

4. WAP COA and Budget Worksheet **XLSX** ☆ 🔍

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EXPENSES

Chart of Acct. #	CATEGORY	QUANTITIES		
		Quantity	Unit Cost	Estimated Cost
60000 GENERAL EXPENSES				
60100 Insurance		0	\$ -	\$ -
60110 Insurance General Business		0	\$ -	\$ -
60120 Insurance Liability Insurance		0	\$ -	\$ -
60120 Insurance Workman's Compensation		0	\$ -	\$ -
INSURANCE SUB-TOTAL				\$ -
60200 Building Rent				
60210 Office Rent		0	\$ -	\$ -
60220 Warehouse Rent		0	\$ -	\$ -
60230 Storage Rent		0	\$ -	\$ -
RENT SUB-TOTAL				\$ -
60300 Utilities and Communications				
60310 Utilities Electric		0	\$ -	\$ -
60320 Utilities Gas		0	\$ -	\$ -
60350 Communications Phone		0	\$ -	\$ -
60360 Communications Mobile		0	\$ -	\$ -
60370 Communications WiFi		0	\$ -	\$ -



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Your Input Matters!

We would love to hear more about your strategies or feedback on anything we have talked about so far.

- Have you used any of these strategies?
- Do you have a go-to strategy when engaging contractors?

Unlocking Contractor Success





Next Steps

Key Takeaways

- **Attracting Contractors:** Expand outreach, simplify procurement, and address misconceptions.
- **Engaging & Retaining Contractors:** Offer training, support onboarding, and streamline compliance.
- **Leveraging Resources:** Utilize NASCSP tools and Green Workforce Connect for recruitment and engagement.
- **Building a Sustainable Workforce:** Use long-term strategies to keep contractors engaged and ensure quality production.

Next Steps

- Identify one strategy you will implement in your program.
- Commit to improving contractor engagement using today's insights.
- Share your takeaways with your team and explore available resources.

Does anyone want to share what they plan to do?



Resources, Tools, and More!

- NASCSP RFQ Templates - <https://nascsp.org/bil-procurement-rfps/>
- Green Workforce Connect - <https://greenworkforceconnect.org/>
- Contractor's Guide to Success - <https://greenworkforceconnect.org/resource-hub/a-guide-to-success-for-contractors-new-to-the-weatherization-assistance-program/>
- Weatherization Workforce Resources - <https://greenworkforceconnect.org/resource-hub/?resourceType=Weatherization+Assistance+Program>

Thank you!

Please feel free to ask questions or provide input.

For additional questions, please reach out the Kye Garvin – kgarvin@nascsp.org.

