



APPLICATION DOCUMENT CHECKLIST

To participate in the Fry Nonprofit (NP) District of Columbia programs, a company (the applicant) must submit a contractor application. Once an applicant is approved for the program, they will be given access to the Fry NP Quickbase Portal to begin submitting training certifications that correlates to the Employee Roster submitted to verify employee eligibility to participate/complete work on the program(s). This checklist is designed to provide detailed document requirements to aid in the contractor application process.

PROJECT REFERENCES

- Customer Name, Address, Phone Number, and/or Email Address of three verifiable references for each program. Example: If applying for three programs you must submit 9 references.

ORGANIZATIONAL CHART

- Indicate how the company is structured, the number of employees, etc. Emphasize personnel that will be primarily working on projects submitted to Fry NP.

RESUMES OF KEY PERSONNEL

- Provide resumes of key personnel, particularly those that will be working on projects submitted to Fry NP.

QUALITY ASSURANCE PLAN

- A formal or simple write-up that specifies how the applicant intends to ensure quality on all projects during installation of measures and/or lead based paint reduction work. This should also entail the process of how to address re-work.

VERIFICATION OF SAMS

- <https://sam.gov/content/status-tracker>

CERTIFICATE OF INSURANCE

- Proof of Worker's Compensation Insurance
- Proof of Umbrella Insurance
- Proof of Automobile Insurance
- Proof of General Liability Insurance

BUSINESS LICENSE

DC Business License

[https://dlcp.dc.gov/service/online-](https://dlcp.dc.gov/service/online-resources#:~:text=Scout%20makes%20it%20easy%20to,address%2C%20name%2C%20or%20category.)

[resources#:~:text=Scout%20makes%20it%20easy%20to,address%2C%20name%2C%20or%20category.](https://dlcp.dc.gov/service/online-resources#:~:text=Scout%20makes%20it%20easy%20to,address%2C%20name%2C%20or%20category.)

CONTRACTOR AND EMPLOYEE CREDENTIALS

Weatherization Program Applicant Training Requirements

- 1 Day Environmental Protection Agency (EPA) Lead Renovator (yearly)
- 2 Hour Asbestos Awareness (every 2 years)
- 3 Day Mold Inspection and Assessment (every 2 years)
- 8 Hour Occupational Safety and Health Administration (OSHA) Confined Space (yearly)
- 8 Hour OSHA Hazwopper Refresher training (yearly)
- ASHRAE 62.2 Ventilation for Single Family (yearly)
- BPI Retrofit Installer Technician from an Interstate Renewable Energy Council (IREC) Accredited Facility (online) (yearly)
- Envelope and Duct Leakage (yearly)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)

Emergency Mechanical System Program Applicant Training Requirements

- 1 Day EPA Lead Renovator (yearly)
- 8 Hour OSHA Confined Space (yearly)
- 8 Hour OSHA Hazwopper Refresher training (yearly)
- Envelope and Duct Leakage (yearly)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)
- HVAC Duct Sizing from an IREC Accredited Facility (yearly)

Lead Based Paint Reduction Program Applicant Training Requirements

- DOEE Certification of Business Entities Performing Lead Based Paint Activities

SIGNED CONTRACTOR APPLICATION

- The applicant must agree to the terms and conditions in the Contractor Agreement.

Please note, Fry NP may request additional information or documentation.