

POLICY FOR THE REMOVAL/SUSPENSION OF CONTRACTORS
FROM THE IHCD A WEATHERIZATION ASSISTANCE PROGRAM ACKNOWLEDGEMENT FORM

Overview:

A major goal of the IHCD A Weatherization Assistance Program (WAP) is that the homeowners receive services in a safe, effective and efficient manner. IHCD A's intent is that contractors that provide weatherization assistance services are qualified, competent and demonstrate a high degree of professionalism. To this end, IHCD A has developed a policy that detail's when a contractor can be disciplined and/or suspended from performing weatherization services that are funded through IHCD A's Weatherization Assistance Program. This policy shall apply to any contractor, contractor employees, or Subgrantee crew members that are providing weatherization services as a part of the Weatherization Assistance Program. Under this policy the contractor, contractor employees or Subgrantee crew members can be disciplined in the following manner: (1) denied participation until remedial training, as directed by IHCD A, is completed; (2) denied participation in the WAP for a period up to two (2) years; (3) suspended or debarred permanently under IHCD A's Suspension & Debarment Policy as described below. The following violations by contractors and/or crews can lead to disciplinary action.

Violations:

- A. Repeated occurrences of failed Combustion Appliance Zone (CAZ) testing resulting in re-work;
- B. Repeated occurrences of failing to properly complete required heating systems forms;
- C. Repeated monitoring findings related to the contractor or persons performing the work;
- D. Repeated incidents of unsatisfactory, sub-standard work performance;
- E. Repeated incidents of Subgrantee having to repay funds related to poor work performance by a contractor;
- F. Repeated incidents of violating IHCD A, DOE or LIHEAP program requirements;
- G. Fraudulent activity or fraudulent charges that are being reimbursed by the Weatherization Assistance Program; or
- H. Negligent work performance that leaves clients or other workers in imminent danger (Health and Safety- i.e., carbon monoxide allowed to enter the home or gas leak not addressed).

Consequences:

1. Remedial Training. A contractor or persons performing work that fall under any of the categories (A- B) will be recommended for remedial training and will be denied participation until remedial training is completed.
2. Denial of Participation. A contractor or persons performing work that fall under any of the categories (C-F) can be denied participation for up to 2 years.
3. Permanent Debarment. A contractor or persons performing work that fall under category (G and H) will fall under the IHCD A Suspension & Debarment Policy, which could lead to permanent debarment from providing weatherization services funded through IHCD A's Weatherization Assistance Program.

I acknowledge receipt of this document.

Signed: _____
(Contractor)

Printed: _____

Date: _____