

**North Carolina Department of Environmental Quality**  
**Weatherization Assistance Program**  
**Annual Weatherization Provider Application for Fiscal Year 2026-2027**

**SUMMARY**

**Funding Opportunity:** This application is for weatherization service providers desiring to become a Subgrantee to receive reimbursement through available federal Department of Energy (DOE) and Department of Health and Human Services (DHHS) funding for the delivery of weatherization services to low-income North Carolinians for FY2026-2027. These reimbursement funds are administered by the Grantee, the North Carolina Weatherization Assistance Program (WAP), as part of the State Energy Office (SEO) within the North Carolina Department of Environmental Quality (DEQ).

**Eligibility Criteria:** Service providers (organizations) who desire to become a Subgrantee to receive annual weatherization funds must meet all of the following criteria in order to be eligible to submit an application:

- 1) Service provider must be a Community Action Agency, government entity, or other public or non-profit entity
- 2) Service provider must be eligible to receive federal funding; be familiar with the methods for blending Federal, State and local funding in weatherization; and not currently be on the North Carolina State Suspension of Funding List
- 3) Service provider shall have demonstrated fiscal solvency including no outstanding unresolved/overdue tax debt
- 4) Service provider shall have an existing leadership structure in place to include, at minimum, equivalents of CEO/Director, CFO/Fiscal, COO/Program, and Board of Trustees or Governing Council
- 5) Service provider shall have sufficient professional staff and resources available to dedicate to the administration of the weatherization program, both in understanding and complying with stated guidelines, and in maintaining timely and accurate monthly enhanced program reporting as outlined in Uniform Guidance 2 CFR Part 200
- 6) Service provider shall have detailed knowledge of, and experience in delivering, weatherization services, including energy efficiency audits/assessments and retrofits
- 7) Service provider shall have the ability to complete projects equitably within their proposed service area, which must encompass the geographic area of at least one county, and must be willing to work with WAP to assure statewide coverage
- 8) Service provider shall review the North Carolina Annual State Plan, Standard Work Specifications, Health and Safety Plan, and the Training and Technical Assistance Plan prior to making an application
- 9) Service provider shall, upon request, be willing to accommodate/facilitate a timely review of the organization's annual audit report/summary for up to the most recent five fiscal years (*not including the FY24-25 fiscal year or the FY20-21 COVID period*)

**Application Process and Timeline:** Applications will be received via Smartsheet software Applicant Portal located here: [Application Portal](#). Anyone with the link may submit an application; a Smartsheet subscription is *not required* in order to participate in this application process.

Key dates and details are as follows:

1. All dates marked with an asterisk (\*) are hard deadlines with absolutely no exceptions.
2. It is strongly suggested that applicants apply well in advance of the 12:00 Noon EST, Monday, June 29, 2026, deadline. This will ensure that they may receive confirmation of their submission prior to the deadline and avoid any last-minute technical and/or upload challenges.

Activity	Time and Date
Application Release Date/Announcement	Monday, June 15, 2026
Written Questions Due here: <a href="#">Question Submission Portal</a>	No later than 2:00 p.m. EST, Wednesday, June 17, 2026*
Answers to Questions and FAQs posted here: <a href="#">Answers to Questions and FAQ</a>	On a rolling basis (as received); final posting to occur no later than 2:00 p.m. EST, Tuesday, June 23, 2026*
<b>Applications Due here: <a href="#">Application Portal</a></b>	<b>No later than 12:00 Noon EST, Monday, June 29, 2026*</b>
Selected Service Providers Announced via Public Notice – Approximately Friday, July 10, 2026.	

Applicants *may not* call or email DEQ/SEO/WAP to check on the status of their application after the Application Due date.

**Competitive Process:** This competitive application process is *different from prior years* and is comprised of two parts:

- 1) Geographic: This RFP is for weatherization services in the following areas and the counties cannot be separated out for purposes of this RFP:
  - Area C - Halifax, North Hampton, Hertford, Bertie, Edgecombe, Martin
  - Merit: Narrative responses to applications will be reviewed by a neutral third-party Evaluation Committee who will assess each application on its demonstrated strengths and weaknesses. Applicants who possess a successful track record in administering an effective weatherization program under 10 CFR 440 will receive preference.

WAP will select and assign Subgrantees to each serve the area(s) after careful consideration of each applicant’s evaluation in this application process, and WAP’s state-wide goals for the program as Grantee (namely, to deliver equitable, quality weatherization assistance to all 100 counties). Based on the total number of applicants, it is possible that not all applicants will be selected. Service Providers selected for FY2026-2027 through this process will represent the best-qualified candidates to collectively deliver a quality weatherization program within program guidelines, and to assure equitable service outreach statewide.

**Evaluation Criteria:** Each application will be assessed on its demonstration of:

- Depth and breadth of understanding and competency to deliver weatherization assistance programs according to prescribed federal and state guidance
- Program and fiscal management capability that serves the accountability obligations of federal programs in a timely manner
- Examples which demonstrate relevant past experience
- Verifiable evidence of successful administration of an effective weatherization assistance program
- Complete responses to all questions, certification, and inclusion of requested attachments

**IMPORTANT:** All applicants are expected to follow the instructions of this application precisely, to stay informed by participating in the question/answer process, and to review answers to questions and FAQs *before* submitting their application. Failure to provide requested information, or inclusion of extraneous information not requested and/or nor applicable to the application, will encumber the review process and likely result in unfavorable assessment.

**Question and Answer Period:** The period for questions concerning this Application is June 15, 2026, through June 17, 2026. All questions are to be submitted in writing anytime within this Period at [Question Submission Portal](#). All answers to those questions, as well as FAQs, will be posted in a rolling fashion (as received, and as soon as answer can be determined, and no later than June 23, 2026, at [Answers to Questions and FAQ](#)

This structure is designed to afford all applicants equitable access to information and provides a vehicle for the WAP to disseminate consistent information to those applicants. *As such, no questions attempted via in-person conversations, phone calls, and/or emails directed to any DEQ/SEO/WAP staff or other officials outside the above-stated communication channels will be answered.* Staff have been instructed to redirect applicants to the website. **Applicants are highly encouraged to review all FAQs and answers throughout the period, to assure any important last-minute information/updates are not missed before submitting their application.**

**Statement of Need:** The State of North Carolina, through the SEO, administers the WAP, Low Income Home Energy Assistance Program (LIHEAP), and the Heating and Air Repair and Replacement Program (HARRP) on behalf of the federal Department of Energy (DOE) and Department of Health and Human Services (DHHS). As a grantee responsible for administration of these federal programs, WAP contracts with local weatherization service providers who, as Subgrantees, shall be responsible for compliant implementation of program objectives.

The SEO is committed to equitable access to energy efficiency for all North Carolinians and to providing a just transition to a clean energy economy. The State recognizes that low-income residents are faced with many multi-faceted challenges in securing energy, including inflation and high energy and housing costs. The WAP aims to reduce these stressors by decreasing energy costs for low-income persons by improving home energy efficiency, thereby fostering a healthier and more affordable living conditions for North Carolina residents.

The purpose of weatherization assistance services is to install approved energy conservation measures in the homes of income-eligible persons, especially those who are elderly, have disabilities, have young children, or who have high energy use or burden. Funds are applied to the most cost-effective conservation measures, which are determined by conducting an on-site energy audit of the dwelling. Examples of energy conservation measures funded through the program include air sealing and insulation, and replacing entire heating/cooling systems, windows, and doors. All types of housing units - including both single and multifamily housing, manufactured housing, and group homes - are eligible for WAP assistance. To achieve a successful WAP program, SEO strives to reduce overall energy use and carbon emissions, perpetually increase the number of weatherized homes in North Carolina, build a more sustainable WAP workforce, and improve and innovate the existing WAP program.

Service providers will participate in a cooperative home repair approach. Service providers will receive training in the collaborative home repair model to better serve low-income homeowners to include training on a unified intake process, and uniform program assessment strategies for as-needed weatherization assistance services to qualified recipients.

**Statement of Public Record:** Please note that any documents submitted by service providers as part of this application may be subject to disclosure under the North Carolina Records Act.

**Annual Program Year Reporting Requirements:** Contingent on use of annual weatherization funding, any selected service providers will be mandated to follow the most up-to-date U.S. DOE, LIHEAP, HARRP, and NC WAP program and reporting requirements. All grant awards made under this Program shall comply with

applicable law and regulations including, but not limited to, the WAP regulations contained in the Code of Federal Regulations (CFR) at 10 CFR 440, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 CFR Part 200, as adopted by DOE at 2 CFR Part 910.

**Application Instructions:**

1. Please answer all questions in Sections I-V specifically, completely, and in narrative form; in other words, do not simply attach other documents that may reference the topic. Use concise language and targeted details to answer all elements of the question. Answers must be typed directly into this document to facilitate reviewers’ clear understanding of the intended response for each question.
2. If a question is not applicable, please type “N/A” in the answer column; do not leave any answers blank.
3. For “yes” or “no” questions, please type the word “Yes” or “No” as appropriate.
4. Please insert a footer into all submitted documents; the footer should include organization name and page number. Please use a font size of 11 or 12.
5. All submitted documents must be in PDF format.
6. If the number of attachments makes it difficult create one large application document, you may break it into smaller parts, grouping as logically as possible. If you upload more than one document, *it is imperative to use clear naming conventions (organization name, document sequence number, and content)* so that WAP will know for certain that all parts are accounted for, and so that reviewers may easily find your attachments. As an example, for an organization called ABC, the files could be named:
  - a. ABC, 1 of 3: Application
  - b. ABC, 2 of 3: Resumes
  - c. ABC, 3 of 3: Insurance
7. Before submitting your application, please verify all questions have been answered, all blanks have been filled in, all pages of the application AND attachments are included.
8. Please submit the complete application (all pages of applicant responses, plus attachments) to Smartsheet here: [Application Portal](#)
9. The deadline to fully upload an application is **12:00 Noon EST, Monday, June 29th, 2026**. It is important to note that applicants must submit a full package with all attachments at one time; *it is not possible to upload partial applications, or to revisit a previously-submitted application*.
10. Be sure to check the box for “receive a copy of this application” at the bottom of the submission page in Smartsheet in order to receive an acknowledgement of your successful application submittal.
11. If you have difficulty accessing the portal, or have issues with uploading attachments, please email [SEO.WAP\\_Info@deq.nc.gov](mailto:SEO.WAP_Info@deq.nc.gov) with the subject line: *[URGENT] Technical Difficulty with Application*. Applicants are strongly cautioned to apply as early as possible to avoid last-minute emergencies.

***NOTE: This page and the previous three pages (the Summary & Application Instructions) may be excluded when submitting the Application.***

**APPLICANT RESPONSES**

*Please be thorough; read entirely and respond to ALL questions in Sections I – VII*

**I. Applicant Details**

Organization Full Legal Name (as listed with NC Secretary of State)	Community Renewal and Assistance, Inc.
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Agency Type (community action, government, other public or non-profit)	Non-profit
Mailing Address	PO Box 456, Anytown, NC 27964
Street Address	789 Elm St, Anytown, NC 275897
City, State, Zip	Anytown, NC, 27589
Telephone Number	555-1212
Organization Website Address	<a href="http://www.communityrenewal.org">www.communityrenewal.org</a>
Fiscal Year End Date for Organization	June 30, 2025
UEI# (you must have UEI; you can register at sam.gov)	X93KJHFOL

*Note: Your SAM registration must be continuously active throughout the application, review, and award processes.*

**Board Contact** *(please list details):*

Board Chair Name	Sarah Jones
Email	sarah.jones@email.com
Direct Telephone	555-9876

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**Executive/CEO Contact** *(please list details):*

Executive/CEO Name	David Lee
Email	david.lee@email.com
Direct Telephone	555-4321

**Program Contact** *(please list details):*

Program Contact Name	Maria Garcia
Email	maria.garcia@email.com
Direct Telephone	555-7654

**Fiscal Contact** *(please list details):*

Fiscal Contact Name	Robert Brown
Email	robert.brown@email.com
Direct Telephone	555-2109

**Designee** *(please name):*

Which of the above-listed authorized officials should be listed as your named Designee for questions and/or be named in a contract, should it be awarded?	David Lee (Executive/CEO)
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**II. Certification**

With the authority granted by my organization, I hereby certify, prior to submission of this application, that:

*The information contained in this application is true and accurate; and*

*Our organization has reviewed the North Carolina Annual State Plan, Standard Work Specifications, Health and Safety Plan, and the Training and Technical Assistance Plan, which collectively speak to the goals, guidance, and deliverables expected of subgrantees in the North Carolina Weatherization Assistance Program, a program in which we deem ourselves qualified to participate; and*

*We are aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject our organization to administrative or legal penalties; and*

*Our organization has reviewed this entire document (including Summary) regarding the application process, expectations, timeframes, and deadlines, and we agree to abide by the terms and instructions given herein.*

Name of Executive/CEO (printed)	David Lee
Signature of Executive/CEO	David Lee
Date of Certification and Signature	2/11/25

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### **III. Weatherization Services**

**3.1 Organizational Overview:**  
Please provide a description of your organization, its operations, services provided, etc. Please include details of how you will leverage existing strategic partnerships with other entities to successfully implement a quality weatherization program to qualified recipients.

**3.2 Prior Experience:**

Please provide at least two (2) detailed examples of federally-funded projects or programs administered by your organization which are similar in nature and scope to the weatherization services program described in this Application. Prior experience should instill confidence that those experiences are relevant to running a program of this nature. For each example, please include scope and size of the project, timeframes, and outcomes.

**3.3 Funding Administration:**

**(a)** Please describe your organization’s experience and preparedness in managing multiple concurrent funding streams simultaneously (ie, braiding funds). This will be essential to maximize programmatic impacts from concurrent federal, state, and local funding for low-income communities.

**(b)** Give at least one (1) specific example of allocations received from multiple sources, and how they were used to benefit intended beneficiaries. Please describe the scope, outcomes, and lessons learned.

**3.4 Equitable Outreach:** Please provide a description below of the strategies that your organization will utilize to identify housing units for weatherization, both demographically and geographically. Specifically, how do you plan to provide accommodations and deliver weatherization services to qualified housing units across your entire proposed service area within each of the following populations?:

**3.4(a)** Elderly persons

We will partner with local senior centers and distribute flyers at community events frequented by seniors.

**3.4(b)** Persons with a disability

**3.4(c)** Families with young children

**3.4(d)** Households with a high energy burden

**3.4(e)** High energy residential users

**3.4 (f)** For one of the priority populations listed above in 3.4(a) through (e), please give an example of a recruitment and engagement workflow. Specifically, how will you accommodate the unique needs of the chosen population at each step (from initial contact through completion of the weatherization of the housing unit)?

**3.5 Protecting Confidential Information:**

**(a)** Do you have a system, policy and/or procedure within your organization to protect the confidentiality of PII (personally identifying information) of clients? (Yes/No) *(please note that you may be asked to provide a copy of this policy should you be selected as a subgrantee)*

**3.6 Customer Service:** Please describe your organization's overall perspective on customer service and customizing interactions *per client*. For example, what is your organization's approach in providing weatherization services for clients who may have reservations about working with a free government program, or who are sensitive about having neighbors know they are receiving assistance?

**3.7 Conflict Resolution:**

**(a)** Does your organization have a written conflict resolution policy to guide staff in interacting with clients and contractors/vendors around issues of contention? (Yes/No) *(please note that you may be asked to provide a copy of this policy should you be selected as a subgrantee)*

**(b)** Have you trained your staff, contractors, and/or crew staff who directly interface with clients within their homes on this policy? (Yes/No) *If yes, please describe.*

**3.8 Client Education:** Weatherization services provide a greater and more lasting benefit where clients are partners in the process. Client education during and after the installation process are expected.

**(a)** How does your organization deliver education to clients around health and safety and what to expect throughout the weatherization process?

**(b)** What process do you use to ensure that clients understand their home's newly-installed weatherization equipment/measures and how use costs may change?

**3.9 Staffing:**

**(a)** Consistency in staffing and strong institutional knowledge are important to a well-run weatherization program. Other than monetary reward, what strategies does/will your organization utilize to recruit and retain qualified staff, and to incentivize their growth in, and mastery of, administration of the weatherization program per DEQ/WAP guidelines?




NOTE: It is not necessary to attach actual professional certificates at this time; WAP may request this documentation at a later date.

**3.10 Collaboration with DEQ/WAP:**

(a) As the federal grantee for weatherization funds, DEQ has an obligation to be a responsible steward of taxpayer funds and to prevent fraud, waste and abuse. To ensure that funds are used for their intended purposes and in compliance with federal and state requirements, monthly subgrantee program reporting that aligns with the Uniform Guidance in 2 CFR 200 is required. In addition to reporting on measures such as in-progress and completed units for the period, these monthly reports require financial verification, including source documents from the point of sale (i.e., invoices, receipts, payroll reports, etc.), a collaborative partnership with WAP in reporting, reviewing, and closing out these monthly reports assures accountability and transparency to maximize benefits to low-income communities. Are you willing and able to commit your organization’s best efforts toward these requirements? (Yes/No)

(b) If yes, other than NC WAP, please give an example of a program for which you demonstrated fiduciary responsibility with outside funding. Please include name, source, amount, and a brief description of the monthly financial reporting requirements.

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**3.11 Contractor Quality/Training:** Qualified technicians with comprehensive knowledge of program parameters assure optimal weatherization services for clients. Please address how your organization plans to utilize training and technical assistance funds for developing and retaining quality contractors.

(a) Other than conferences and training incentivized with meals, what activities will your organization provide or connect with during the year to grow contractor/installer program knowledge?

(b) How will you assure that installers following guidance documents (i.e., Standard Work Specifications), incorporate preapproved methods and measures, and use proper supplies and equipment for weatherization? What benchmarks will you use to assess what they have learned and/or to intervene to correct any shortfalls?

**3.12 Payment Disbursements and Contractor Payments:**

Fiscal solvency is important so that vendors/contractors can be paid timely, and weatherization operations can continue seamlessly. Subgrantees are expected to follow Section 2.16 of the FY2025-2026 federally-approved State Plan and Uniform Guidance in 2 CFR 200.305. Please describe your organization's financial stability and economic capability. Specifically, what safeguards does your organization have in place to prevent financial shortfalls?

**3.13 Preparedness Plans:**

Does your organization have documented plans for handling unexpected circumstances such as catastrophic weather, staff/contractor changes, or other crisis/events that could impact your operations, equipment, or ability to deliver weatherization services? (Yes/No) *(please note that you may be asked to provide a copy of this policy should you be selected as a subgrantee)*

**IV. Single-Family Services**

<p><b>4.1 This application is for single-family homes. The one area for consideration are:</b> Area C - Halifax, North Hampton, Hertford, Bertie, Edgecombe, Martin</p>	<p>North Carolina proposed for service area is/are:</p>
<p><b>4.2 Are you capable and willing to provide weatherization of single-family units in the specific counties named above? (Yes/No)</b></p>	

**5.1 Program Highlights:** In a bulleted list, please summarize the highlights of your achievements that you would like WAP to consider which demonstrate your success in administering an effective weatherization assistance program under 10 CFR 440 during your tenure. Such as:

**V. Required Attachments to this Application**

**6.1 Resumes:** Please provide the resumes of all those individuals who will be paid, in full or in part, and/or who are responsible (in a paid or unpaid capacity) to administer the Weatherization funds (resumes may be grouped into one or more attachments). This would include but is not limited to Board Chair, Executive Officer/CEO, Fiscal Officer, Program Officer, and any other individuals who have authority for allocation and disbursement of weatherization funds *(essentially everyone listed in Table for Question 3.9b above)*

**6.2 Insurance:** Please include as attachment(s) the Certificate(s) of Insurance that demonstrate current coverage in force for General Liability, Pollution Occurrence and Auto Liability. NCDEQ's recommended minimums are listed below:

General Liability Insurance to provide protection in case of personal injury or property damage resulting from weatherization services activities, as well as coverage for real property and equipment acquired or improved with Federal funds. Recommended coverage minimum: combined single limit of \$1,000,000.00 for each occurrence.

Pollution Occurrence Insurance to protect against incidental disturbances of environmental pollutants like lead-based paint dust. Recommended coverage minimums: \$500,000 per occurrence; \$500,000 aggregate for the policy term; and \$2,500 deductible per occurrence.

Automobile Liability Insurance with these recommended coverage minimums: combined single limit of \$500,000.00 for bodily injury and property damage; \$500,000.00 for uninsured/under insured motorist, and \$5,000.00 for medical payments.

This concludes the Application. Thank you.