



Addendum #1 – Central Pines Regional Council - Weatherization Assistance Program

Released: June 12, 2026

Q. On the list for references do you want only companies or homeowners as well and should we list a prior program worked with through WAP.

A. Please list previous state and federal programs worked with as well as other agencies or companies. We will not use homeowners as references.

Q. What roles in the weatherization process are needed by CPRC?

A. CPRC is requesting proposals from interested parties who are properly licensed contractors in the State of North Carolina in the following individual trades: *Plumbing, HVAC, Shell, Energy Auditor, Quality Control Inspector, Electrician.*

Q. Do you need contractors to close out this fiscal year? Or do you need contractors for the next fiscal year?

A. This procurement cycle is intended to onboard subcontractors for next fiscal year, July 1, 2026-June 30, 2026.

Q. Are there specific requirements for equipment/HVAC units such as SEER ratings?



A. The North Carolina state WAP Work Specifications can be found here: [WAP Standard Work Specifications 5/23 | NC DEQ](#)

Q. On pages 6–7, under the “Scope of Services” section, could CPRC please confirm that the example scope accurately reflects the responsibilities expected of Shell subcontractors under this solicitation? Some of the listed services (e.g. "Move/upgrade water lines for installation of a new water heater.") are activities we would generally expect to see procured through a plumbing subcontractor, rather than through a shell contractor. We would appreciate clarification regarding the anticipated service expectations for Shell contractors.

A. The scope of services in this section were taken from state proposal documents. The likely scope of services for shell contractors are below:

1. After gross air leakage (and ducts) are sealed, use the blower door and digital manometer to guide air sealing measures. Interim Readings Diagnostics must be used and submitted with the invoice when performing the following measures: a. Air sealing plumbing, electrical, and HVAC penetrations through ceilings, flooring and exterior walls with polyurethane foam; b. Patch sheet rock on exterior wall to include tape and mud to a ready to paint finish; c. Patch holes in flooring and ceilings using existing type materials if possible;
2. Wrap water heater tanks with external insulation blanket in accordance with the NC Weatherization Installation Standards;
3. Use blower machine to add insulation up to a R38 value (or R30 value if Weatherization Assistant justified) in attics using the manufacturer’s bag estimation method. The number of bags used must be included on the invoice submitted to the agency. Attics must contain depth makers, junction box flags, wind baffles, and an MSDS for the product;



4. Use insulation blower machine to add fiberglass insulation to the roof cavities of mobile homes. Roof cavities with bowstring, flat, or cathedral styles shall be filled with insulation to capacity. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards;
5. Use insulation blower machine (rated at to output at least 2.9 pound per square inch) that is capable to dense pack sidewall insulation to a minimum density of 3.5 pounds per cubic foot of volume;
6. Seal accessible ducts, returns, plenums, connections, and boots with mastic and mesh tape resulting in a reading of no more than one Pascal;
7. Insulate ducts located outside the condition space with R-8, foil-faced duct insulation

Q. On page 9, under “Compliance and Monitoring,” the first paragraph references documentation requirements including owner/property eligibility documentation, work write-ups, scopes, and energy audits. As a Shell subcontractor, we would not typically have access to all of this information. Could CPRC please clarify which items are expected to be submitted directly by the subcontractor, and whether eligibility documentation and work write-ups will be provided by the program?

A. To clarify, subcontractors are not responsible for verifying or maintaining intake documentation regarding owner or property eligibility. Intake eligibility is determined and maintained solely by the program administrator.



The division of responsibilities for documentation is outlined below:

Provided by the Program to the Subcontractor: CPRC will provide the selected trade subcontractor with a property-specific Work Write-Up and Scope of Work based on the completed energy audit. Subcontractors are only expected to execute the specific line items assigned to their trade.

Subcontractors are only required to submit documentation verifying the specific measures they were contracted to install. Depending on your specific trade (Shell, HVAC, Electrical, Plumbing), your final invoice package would include:

- Any required pre- and post-installation testing readings specific to your scope (such as blower door interim diagnostics, digital manometer readings, or duct pressure testing).
- Documentation confirming the quantities and specifications of materials used.
- Clear before, during, and after photos documenting the completed installations, repairs, or sealed areas.

Q. On page 9, under “Compliance and Monitoring,” the second paragraph references quarterly reporting requirements. Could CPRC please clarify what additional information or reporting would be required beyond the documentation already submitted with each individual unit invoice/package?

A. Beyond the individual unit packages already submitted, subcontractors will only need to provide a brief quarterly summary showing: Total number of units completed and currently in progress during the quarter, total funds invoiced to date versus remaining contract balance, and a brief status update regarding estimated completion timelines for any outstanding or backlogged units.