



NEW JERSEY RESIDENTIAL ENERGY CONSERVATION & ASSISTANCE PROGRAM

CHECKLIST FOR BECOMING A RESPONSIBLE CONTRACTOR

These items and conditions are required to become a contractor to work on the ARRA/Weatherization Program in New Jersey.

BUSINESS & CONTRACTING LICENSING

- New Jersey Home Improvement Contractors' Registration

INSURANCE

- General Liability – Minimum coverage for contractors:
 - \$300,000 each occurrence
 - \$300,000 in the aggregate
 - \$100,000 in Workman's Compensation
- Health Insurance for all employees
- Pollution Occurrence Insurance – Must be **in effect** at the time of bid.

TRAINING & CERTIFICATIONS

- OSHA-10 - For all employees
- The Contractor must register as a firm with the Department of Environmental Protection (Go to the EPA website for details: <http://www.epa.gov/lead/pubs/renovation.htm>)
- The Contractor must have at least one person on staff who is a Certified Lead Renovator
- Lead Safe Work Practices – For all employees
- Responsible Contractor Certification – Signed original

EMPLOYEES

- List of current employees

NOTE: Any employees hired within 30 days of bid award must come from the Weatherization Training Program funded by the NJ Department of Labor and Workforce Development.

