



CT WAP Weatherization Guidance No. 31

Effective Date: October 18, 2016

Updated: October 18, 2016

Debarment Checks in the Connecticut Weatherization Assistance Program

The purpose of this document is to ensure debarment checks of all sub-grantees, contractors and sub-contractors are conducted in accordance with the program guidelines set forth in US Department of Energy and State of Connecticut regulations and guidances. The policies and procedures set forth in this document are to take effect immediately.

Connecticut Weatherization Assistance Program Policy on Debarment Checks

Sub-Grantee: The sub-grantee must certify that within the last five (5) years, and afterward annually, that neither the organization nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any contract with The Connecticut Department of Energy and Environmental Protection, The State of Connecticut, The US Department of Energy or any other federal department or agency. Proof of debarment checks is to be made available to the Grantee upon request

Contractors and Sub-Contractors: All contractors and sub-contractors must certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this contract or any other agreement with a Federal or State department or agency. Proof of debarment checks is to be made available to the sub-grantee and the grantee upon request.

Grantee: Sub-grantee debarment checks will be conducted utilizing the Federal System for Awards Management (SAM). A proper check will include a check of each Sub-Grantee by running a report utilizing the agencies DUNS or CASE number. This report will determine if the sub-grantee is in good standing with the federal government. In addition to the SAM report it is important that all agency liens have been identified utilizing the Connecticut Secretary of State Commercial Recording Division (CONCORD) database and running a search utilizing the agencies SOT Business Identification Number. A print out of any liens or debt accumulated by the sub-grantees will be analyzed by the Grantee financial staff. The Grantee will be responsible for verifying that all contractors and/or sub-contractors working on the weatherization assistance program are not on the State Department of Labor Debarment List generated pursuant to Section 31-53(a) of the Connecticut General Statutes. If any contractors are found to be on this list they will be removed from the program immediately in accordance with state policy.