Introducing Contractor Resources from Green Workforce Connect

Green Workforce Connect, from the Interstate Renewable Energy Council (IREC), offers tools that help contractors understand weatherization work, strengthen their business, prepare their teams, and grow in the Weatherization Assistance Program.

This guide gives administrators a clear overview of these resources and explains how they can support contractor outreach, onboarding, and development.

All resources were created for national use and can complement your existing materials. They are easy to share, simple to navigate, and designed to support contractors at all experience levels.

OVERVIEW OF CONTRACTOR RESOURCES

Green Workforce Connect offers two main sets of resources that help contractors understand weatherization work, prepare their business operations, and build strong teams. Administrators can use these tools during outreach, onboarding, and ongoing support.

1. The Contractor Guide

The Contractor Guide gives contractors a clear introduction to the Weatherization Assistance Program and what it takes to succeed.

It helps them understand:

- What Weatherization Assistance Program contractors do
- How the Program works
- Business preparation and requirements
- Training and certification needs
- Weatherization tasks, tools, and safety expectations
- Quality standards and documentation
- How to apply and what programs may ask for
- How to strengthen and grow their business over time

How administrators can use it:
Use the Contractor Guide during outreach and onboarding to set clear expectations and reduce early questions. It helps contractors understand the work before they begin and supports consistent messaging across your program.

2. Business Development Tools

These tools support the business side of contracting. They help contractors build strong systems, plan their finances, hire workers, and stay organized.

They include:

- A step-by-step guide for new home energy performance contractors
- Business plan guides and sample plans
- Financial planning tools, including a proforma, budget worksheet, and chart of accounts
- Guides to financing and insurance
- Guidance on customer relationship management (CRM) tools
- Employee handbook tools and samples
- Onboarding guidance for new installers

How administrators can use them:
Share these tools with new or advancing contractors who need support in building business capacity. They are useful when contractors are preparing to apply, setting up operations, or improving team management, planning, and financial systems.

HOW ADMINISTRATORS CAN USE THESE RESOURCES

Administrators can use the Contractor Guide and Business Development Tools throughout the contractor relationship. These resources support outreach, onboarding, performance, and long-term growth.

1. Recruitment and Outreach

Share these tools when meeting businesses that may be interested in weatherization work. The resources help explain the type of work contractors do, the skills needed, and the opportunities available in the Weatherization Assistance Program. Administrators can use them during:

- Community outreach and contractor information sessions
- Workforce, trade, or small business events
- Presentations with training providers or workforce boards
- Meetings with companies exploring new service lines

These tools help attract a broader and more informed pool of potential contractors.

2. Contractor Onboarding

The resources help contractors understand expectations before they begin work. Administrators can:

- Add the Contractor Guide to onboarding packets
- Share Business Development Tools to support business preparation
- Highlight guidance on training, documentation, and work quality
- Use the materials to reinforce consistent expectations for all contractors

This reduces confusion, speeds up onboarding, and helps contractors arrive better prepared.

3. Supporting Current Contractors

Current contractors can use these tools to strengthen their operations and improve performance. Administrators can share the resources to support:

- Financial planning and budgeting
- Hiring and workforce development
- Jobsite organization and communication
- Safety and quality practices
- Customer service and documentation

These tools allow administrators to provide meaningful support without developing new training materials.

4. Long-Term Capacity Building

The resources guide contractors as they expand their businesses, explore new service areas, or prepare for higher levels of responsibility. Administrators can use them to help contractors grow their workforce, improve systems, and build long-term capacity for weatherization work.

HOW TO ACCESS AND SHARE THE TOOLS

Accessing the Resources

All contractor tools are available on the Green Workforce Connect website. Administrators can visit the Resource Hub, select the Contractor filter, and view all materials in one place. The Contractor Guide is available as a downloadable document, and each business development tool can be opened or shared individually.

Sharing the Resources with Contractors

Administrators can share these tools through:

- Contractor webpages on program sites
- Outreach and pre-bid meetings
- Emails to new or prospective contractors
- Onboarding packets and orientation materials
- Technical assistance sessions
- Vendor announcements and bid invitations

You can also direct contractors to specific tools based on their needs, such as business planning, insurance guidance, onboarding support, or financial tools.

More Support from Green Workforce Connect

Green Workforce Connect offers additional tools that help contractors learn about weatherization, explore training, and find new opportunities. You will find:

- Weatherization career information
- Training and certification guidance
- Program contact information
- Job pathways and career maps
- Worker stories and videos
- Resources for job seekers and new workers
- Connections to community and industry partners

These tools help contractors understand the field, find support, and build a stronger, more capable business.

A National Resource for the Weatherization Network

Weatherization Assistance Program content on Green Workforce Connect is funded by the U.S. Department of Energy and supports programs and contractors across the country. These tools can help administrators strengthen local contractor pipelines, improve readiness, and support long-term program success.

Contractor Resources on Green Workforce Connect, an IREC Initiative

These contractor resources were created by the Interstate Renewable Energy Council (IREC), a national nonprofit that builds the foundation for the rapid adoption of clean energy and energy efficiency to benefit people, the economy, and our planet.

IREC leads the Green Workforce Connect, a national workforce platform that helps hire a new generation of home energy professionals and contractors for a rapidly expanding energy industry sector. Visit Green Workforce Connect to explore these tools and find more information.

www.greenworkforceconnect.org

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