

Home Energy Efficiency Assistance Program

Program Contractor Onboarding Checklist

Thank you for your interest in Georgia Power's Home Energy Efficiency Assistance Program. As a Program Contractor, you will have the opportunity to:

- ▶ Grow and diversify your business offerings
- ▶ Accept work orders from Georgia Power to install advanced energy efficiency measures
- ▶ Help increase comfort, safety, and energy efficiency in income-qualified customers' homes

This document outlines the steps that you or your business must take to become a Program Contractor.

If you currently participate in the Georgia Power Home Energy Improvement Program, you may not need to complete all of the following steps.

Step 1: Meet with your program contact

Meet with your program contact to discuss your business, opportunities to participate in the program, and how to apply. If you don't have a program contact, please email heapcontractors@southernco.com to learn more about becoming a Program Contractor.

Step 2: Complete your online application

Go to georgiapower.com/contractor to apply. You'll need to upload the following documents:

- Certificates of Insurance*:
 - General Liability: \$2 million in coverage
 - Automobile
 - Workers' Compensation (as applicable)

List Georgia Power as the Certificate Holder at the following address:

Georgia Power
241 Ralph McGill Blvd.
Bin 10219
Atlanta, GA 30308

- Signed and dated Internal Revenue Service Form W-9
- Building Performance Institute (BPI) Building Analyst or Home Energy Rater Certificates for all employees who may complete post-testing for building envelope measure improvements
- Applicable Georgia contractor licenses (i.e. HVAC License or DET Verifier Certification if you plan to support HVAC or duct sealing measures)
- Business License

Step 3: Engage with Georgia Power / Southern Company Supply Chain

To become a Program Contractor for the Home Energy Efficiency Assistance Program, you will be required to engage with Supply Chain for the following:

- 1) Completion and return of pre-qualification survey package
- 2) Execution of Master Service Agreement
- 3) Execution of Statement of Work

Step 4: Complete your compliance screening

A mandatory drug screen and background check is required for all employees who will directly support Georgia Power's Home Energy Efficiency Assistance Program. This includes any sales personnel, technicians, building analysts, Home Energy Raters and office support staff who will interact with Georgia Power residential customers through the program. If your business conducts drug screening and background checks upon employment, you are still required to complete the approved screening.

Georgia Power will email instructions for completing these screenings to you after you submit the documents listed in Steps 2 and 3.

Complete drug screen and background check for:

- Field staff Office staff Sales staff

Step 5: Complete your online training

All technicians and staff who will directly support Georgia Power's Home Energy Efficiency Assistance Program must complete the following required training:

- Home Energy Efficiency Assistance Program Contractor Orientation**
Learn about the program and how to ensure your success as a Program Contractor
- Home Energy Efficiency Assistance Program Online Application Training**
Get an introduction to the program's online application tool

Step 6: Complete your Home Energy Efficiency Assistance Program mentoring

After the previous steps are completed, our Field Services team will contact you to schedule company mentoring. These mentoring sessions are conducted at no cost to you.

Mentoring sessions for the Home Energy Efficiency Assistance Program are designed to ensure your staff supporting the program understand how the program works, what documents are needed for submission after work has been completed, and talking points for customers. Mentoring sessions are hands-on and can take place at the homes of customers, friends or family. Your mentor will provide the paperwork required to complete your sessions.

