

Home Performance with ENERGY STAR

Auditor Introduction & Requirements

Thank you for your interest in becoming a HPwES auditor. The following is a list of requirements that must be fulfilled. Please complete and/or submit bulleted items below in the order presented and use this as your checklist to track your progress.

All submittals should be sent as a PDF to MEC-Confidential@KCEnergy.org or mailed to Metropolitan Energy Center, Attn: HPwES Auditor Credentials, 3810 Paseo Blvd, Kansas City, MO 64109. The Participant Agreement, Background Check & W-9 forms can be downloaded and printed at www.kcenergy.org by accessing the "Contractors" link.

- ___/___/___ **HPwES Orientation** – Satisfactorily complete/attend HPwES Orientation qualified MEC staff (currently Brian Rotert and/or Chris Green) at your convenience to schedule "Orientation" - you may choose to bring your signed participant agreement and anything else that may be ready to orientation
- ___/___/___ **HPwES Participant Agreement** – Must be completed/signed on four pages and submitted to MEC
- ___/___/___ **Background Check Disclosure & Contractor Application** - Pass mandatory background check. This requirement applies to all auditors and staff members who enter a residence assisting with the data collection, audit report, and presentation. For those firms who perform improvements and intend to participate in the rebate assignment option as payment for improvement measures, the mandatory background check applies to all staff members who enter a residence in a sales, field supervision, or installation capacity. **NOTE:** Background screenings of installation employees completed by alternate screening agencies can be allowed provided they include the same level of criminal investigations.
- ___/___/___ **BPI Certificate** – Provide copy to MEC
- ___/___/___ **W-9** – Provide completed/signed "Request for Taxpayer Identification Number & Certification" to MEC
- ___/___/___ **Proof of General Liability Insurance** with limits not less than \$1,000,000 aggregate. Furnish certificates of insurance to MEC. Participant shall take all steps necessary to have Kansas City Power & Light, Missouri Gas Energy, and the Metropolitan Energy Center named as additional insureds on all such insurance coverage (other than statutory Workers' Compensation policies). Some commercial liability policies are underwritten with a blanket "additional insured" provision. In this case, the sponsors will not be individually named. Errors & Omission "Professional Liability" is not required at this time.

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| <p>Kansas City Power & Light Attn: Insurance Manager 1200 Main Kansas City, MO 64105</p> | <p>Missouri Gas Energy Attn: Angela Weber 3420 Broadway Kansas City, MO 64111</p> | <p>Metropolitan Energy Center 3810 Paseo Blvd Kansas City, MO 64109</p> |
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- ___/___/___ **Proof of Auto Insurance** with a combined single limit of \$1,000,000 – Furnish copy of policy to MEC. If automobile coverage is part of a commercial policy, the policy shall cover owned, non-owned or hired vehicles with coverage for bodily injury, property damage and uninsured vehicles. If the automobile coverage is a personal auto policy, then supplemental liability insurance will likely be required to meet the \$1,000,000 single limit. Generally, this can be achieved by purchasing an umbrella liability policy that will work in conjunction with the auto policy. If automobile coverage is part of a commercial policy, the policy shall cover owned, non-owned or hired vehicles with coverage for bodily injury, property damage and uninsured vehicles. If the automobile coverage is a personal auto policy, then supplemental liability insurance will likely be required to meet the \$1,000,000 single limit. Generally, this can be achieved by purchasing an umbrella liability policy that will work in conjunction with the auto policy.

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Workers Compensation Coverage & Employer's Liability Insurance - including, without limitation, statutory and occupational disease coverage required under applicable law. Employer Liability limits shall be not less than \$1,000,000. To obtain and maintain Workers' Compensation and Employer's Liability Insurance NOTE: In Missouri, "employers in the construction industry with one or more employees who erect, demolish, alter or repair improvements must carry workers' compensation insurance". Employers in most other industries, with fewer than five employees, are not required to provide workers' compensation insurance. Visit this [Missouri Department of Labor](#) link for more information. If your company completes improvements and you believe your company is exempt from Workers' Compensation and Employer's Liability Insurance, we will need a signed statement on your company letterhead indicating your understanding.

Complete Three (3) HPwES Mentoring Sessions –Three mentoring sessions are required prior to freely scheduling audits. Contact Travis Carson to schedule in-the-field mentoring sessions.

Mentoring 1 Completion Date ___/___/___

Mentoring 2 Completion Date ___/___/___

Mentoring 3 Completion Date ___/___/___