

# Energy Assistance for Savings & Efficiency Program

## Program Contractor Onboarding Checklist

**Thank you for your interest in Georgia Power's Energy Assistance for Savings and Efficiency 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 [hicontractor@southernco.com](mailto:hicontractor@southernco.com) to learn more about becoming a Program Contractor.

#### **Step 2: Complete your online application**

Go to [georgiapower.com/contractor](http://georgiapower.com/contractor) to apply. You'll need to upload the following documents:

- Certificates of Insurance\*:
  - General Liability: \$1 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: Complete your compliance screening

A mandatory drug screen and background check is required for all employees who will directly support Georgia Power's Energy Assistance for Savings and Efficiency 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:

- Field staff     Office staff     Sales staff

### Step 4: Complete your online training

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

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

### Step 5: Complete your Energy Assistance for Savings and Efficiency 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 Energy Assistance for Savings and Efficiency 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.

