



## Partner Agreement

To participate in the HomeFree Nevada program, companies providing home performance contracting services must complete this HomeFree Nevada Partner Agreement form and package. Upon receipt of a completed HomeFree Nevada Partner Agreement, HomeFree Nevada staff will review the package and notify the applicant within 5 business days if any missing or additional information is required. If all requirements are met and all documents have been verified, staff will submit introductory information to the new Partner.

**COMPANY NAME:** \_\_\_\_\_

### **Participation Requirements Checklist** (*requirements are subject to change.*)

Completed / Signed HomeFree Nevada Partner Form

Copy of Partner's employed or contracted energy assessor's license and certifications:

For both employed and contracted energy assessors

Copy of valid "Energy Auditor" license pursuant to NRS 645D.230

Copy of RESNET Certified HERS Rater certification with listed Provider

Copy of BPI Certified Building Analyst certification

If a contracted energy assessor,

A copy of the legal contract with the Partner for energy assessment services

Verification of Errors and Omissions Insurance (\$100,000 minimum)

Verification of General Liability Insurance (\$100,000 minimum)

Business License Copies (State of Nevada AND Local Governments)

Copy of completed W-9 Form

Copy of Nevada Contractor's License and Bond

Complete State of Nevada Vendor Application (<http://vdb.purchasing.state.nv.us/register.asp>)

Verification of Professional Liability Insurance (\$500,000 minimum)

Verification of General Liability Insurance (\$1,000,000 minimum)

Verification of Automobile Liability

Workman's Compensation (as required by law; employer's liability - \$500,000)



All applicants must provide:

- A completed and signed HomeFree Nevada Partner Agreement Form
- A copy of an Partner’s employed or contracted energy assessor’s license and certifications:
  - Copy of valid “Energy Auditor” license pursuant to NRS 645D.230
  - Copy of RESNET Certified HERS Rater certification with listed Provider
  - Copy of BPI Certified Building Analyst certification
  - If a contracted energy assessor, a copy of the legal contract with the Partner for energy assessment services
  - If a contracted energy assessor, verification of Errors and Omissions Insurance (\$100,000 minimum)
  - If a contracted energy assessor, verification of General Liability Insurance (\$100,000 minimum)
- A copy of valid State, County and Local Business Licenses
- A copy of a completed W-9 Form
- A copy of a Nevada Contractor’s License and Bond
- Certification of Vendor Application if participating in the Nevada Home Energy Fitness Campaign (application at <http://vdb.purchasing.state.nv.us/register.asp>)
- Verification of Professional Liability Insurance (\$500,000 minimum)\*\*
- Verification of General Liability Insurance (\$1,000,000 minimum) \*\*\*
- Verification of Automobile Liability \*\*\*
- Workman’s Compensation (as required by law; employer’s liability - \$500,000)

\* The insurance company providing such insurance, as well as the form of such insurance, shall be subject to the approval of HomeFree Nevada.

\*\* HomeFree Nevada may waive this requirement for contractor partners provided they agree to indemnify HomeFree Nevada against any third party claims related to the performance of their professional services.

\*\*\* The general liability and automobile liability insurance policies shall name HomeFree Nevada and its officers, directors, agents, Partners, and employees as additional insureds for liability arising out of the actual or alleged acts or omissions. All policies shall be primary and non-contributory and shall contain a provision by which the insurer agrees that such policies shall not be cancelled, materially changed, or not renewed without at least thirty (30) days advance notice to HomeFree Nevada.

By signing this Agreement, applicants must agree to the following additional regulations. Partners will:

- Abide by the U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
- Work will be done in conformance with all building codes and zoning regulations.
- Follow HomeFree Nevada’s approved assessment and retrofit procedures, as described within this manual and as required by Federal, State, or local law.
- Provide HomeFree Nevada a copy of all materials for each job submitted within five (5) business days after delivering it to the homeowner:



- A HomeFree Nevada Home Energy Assessment report which presents cost-effective recommendations based on findings from visual and diagnostic inspections that meet consensus-based building science standards.
- Copies of all signed contracts or Scope of Work with homeowner.
- HomeFree Nevada Post Installation Tests and Inspections Form
- Follow program quality assurance procedures.
- Retain copies of assessment materials, including REM/Rate or equivalent files as applicable, for a minimum of five years in case HomeFree Nevada needs to reference documentation.
- Comply with Home Performance with ENERGY STAR's Identity Guidelines which describe how the ENERGY STAR marks, marketing graphics, and name may be used.
- Pay HomeFree Nevada \$35 for every completed job.
- Notify and/or submit to HomeFree Nevada any changes or updates to the documentation required in the Partner Agreement or the desire to discontinue participation in the program.
- Agree that if the work performed by the Partner is found to be unsatisfactory by HomeFree Nevada or if contract relations between the Partner, homeowner or other parties are found to be unsatisfactory, HomeFree Nevada will follow disciplinary actions described below.

Disciplinary action may be recommended and/or taken if HomeFree Nevada staff or affiliated employees observe, inspect, investigate, or find evidence of:

- Violation of local, state, or Federal laws
- Energy assessment inaccuracies in reporting and/or during field (on-site) inspections
- A Partner making recommendations without modeling the home's performance
- A Partner deviating from scope of work
- A Partner violating actions addressed in the HomeFree Nevada Partner Agreement, including improper use of Home Performance with ENERGY STAR brand, reporting, timeliness of reporting, payment of fees, excessive customer complaints, etc.

Depending upon the type and nature of the violation(s), the following disciplinary actions could be recommended by HomeFree Nevada:

- **Probation and Tier Reduction**

A Partner may be placed on probationary status for a predetermined amount of time if multiple or continuous deficiencies or violation(s) are found, if a deficiency which impacts health and safety is found, or if a Partner receives a complaint verified by HomeFree Nevada. During probationary status, the Partner's tier status may be reduced, thereby increasing the rate of jobs that are reviewed and inspected. The Partner may also be required to attend trainings and/or participate in mentoring activities targeted at correcting deficiencies, and agree to mentoring. In order to be removed from probationary status, HomeFree Nevada staff must be confident that the deficiencies have been corrected. A Partner is responsible for cost associated with training, mentoring and



additional monitoring activities. The number of training sessions required will vary depending on the level of deficiency observed.

- **Suspension**

A Partner will be suspended if deficiencies continue to occur beyond probationary intervention. Once suspended, the Partner will be removed from the list of participating Partners and no projects will be approved until the Partner can demonstrate a commitment to the program's quality assurance by meeting with HomeFree Nevada and its designated representatives (such as the Executive Director) and develop an action plan to improve performance. The implementation of that plan (training, monitoring and guidance) will be at the cost of the Partner.

- **Termination**

A HomeFree Nevada Partner will be terminated from the program if reoccurring intervention is required due to ongoing inaccuracies and/or blatant disregard for program policies, local, state, or Federal laws. Once terminated, the Partner's name will be permanently removed from HomeFree Nevada's list of approved Partners and no future projects will be referred or permitted. HomeFree Nevada will also notify EPA and DOE of the termination and Partner will no longer be authorized to use the Home Performance with ENERGY STAR branding.

In the event HomeFree Nevada needs to take disciplinary action against a Partner, HomeFree Nevada staff (Quality Assurance Specialist or other affiliated employee) will make a formal written recommendation to the Executive Director that states the reason for disciplinary action and provide evidence or a description of the violation(s). The Executive Director will make a determination and provide a formal written notice to the Partner that includes:

- A description of the violation(s),
- The disciplinary action(s) that will be taken
- Measures needed to correct the violation (if applicable)
- Procedures for appealing the disciplinary action

The Partner will have 5 business days from the date of the letter to address the violation(s) and concerns with the Executive Director, if desired, or appeal the disciplinary action.



Date: \_\_\_\_\_

**Company information**

Company Name: \_\_\_\_\_

Owner/Representative & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Mailing Address**

If same as above, check here

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner/Representative Email: \_\_\_\_\_

General Company Email: \_\_\_\_\_

Company Website URL: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

**Licensing Information**

Energy Auditor License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Energy Auditor License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If using a contracted energy assessment company, what company?

Contractor License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Classification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



**Certification Information**

**RESNET Raters**

Name	Certification Date	Provider

**BPI Building Analysts**

Name	Certification Date

**BPI (Air Conditioning/Heat)**

Name	Certification Date



**Company Questionnaire**

How long have you been in the home performance contracting industry as an energy assessor (auditor) or contractor? \_\_\_\_\_ years \_\_\_\_\_ months

Approximately how many jobs have you completed:

As a licensed contractor? \_\_\_\_\_ As an energy assessor (auditor)? \_\_\_\_\_

If you operate outside of Clark or Washoe County, please list your service area by city or county for referral purposes:

List the names and addresses of the last three clients for whom you have completed a home energy assessment/audit or home retrofit

Last Name	Address	City	Area Code / Phone

What is the smallest/value job you have done? \$ \_\_\_\_\_ Largest? \$ \_\_\_\_\_

How many employees do you employ: Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_

**THE UNDERSIGNED COMPANY CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES TO THE PARTICIPATION REQUIREMENTS FOUND ON PAGE ONE (1) OF THIS AGREEMENT:**

Owner/Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

STATUS      Approve      Incomplete      Date of Approval: \_\_\_\_\_

Missing items: \_\_\_\_\_