

How to Become a Participating Contractor
Home Performance with ENERGY STAR®
EmPower New York

1. **Obtain BPI GoldStar Status.** To participate in the Program, contractors must have Building Performance Institute (BPI) GoldStar status. The contractor must have at least one employee holding either the BPI Building Analyst or BPI Energy Auditor certification, and also at least one specialty BPI certificate (e.g. Envelope, Heating, Air Conditioning and Heat Pump, or Manufactured Housing certification). These designations may be held by the same individual. For more information, visit www.bpi.org.
2. **Enroll in program training (optional).** All training, though optional, is highly recommended. Most contractors who participate in training find it beneficial to their staff in achieving BPI certification.
3. **Purchase equipment.** In addition to having BPI GoldStar status, you'll need to lease or purchase diagnostic equipment, including a blower door, computer software and other tools. You may also want to invest in equipment such as an insulation blower to help you complete energy efficiency projects.
4. **Review the Program's terms and conditions.** Carefully Review the 2016-2017 Residential Existing Homes Programs Participation Agreement, the Contractor Resource Manual and, if you wish to participate in EmPower New York, the Addendum to Provide Low-Income Energy Efficiency Services.
5. **Submit the Participation Agreement Application Signature Form (Application) and all required supporting documents to NYSERDA.**
 - a. Ensure Application is completed and signed, and all required paperwork has been submitted. The review process does not begin until all required information has been received by the Program.
 - b. Contractors wishing to participate in EmPower New York must submit the Addendum to Provide Low-Income Energy Efficiency Services. This Addendum contains additional terms and conditions specific to the Low Income Program, including an agreement to provide services within established goals and at the established EmPower price structure.
6. **Program review of Application and required supporting documents.**
 - a. Once all of the required paper work has been submitted, NYSERDA will,

confirm BPI GoldStar status and BPI staff certifications, confirm all paperwork is complete, and review information available through organizations such as the Better Business Bureau, Department of Labor, customer references, and crowd-sourcing websites.

- b. Upon satisfactory review a contractor on-boarding interview will be scheduled.

7. Contractor Evaluation

- a. Following the review of the application submission, contractor information, and on-boarding interview, the Program will make a determination if the contractor is accepted for participation in the Program. Key evaluation criteria include but are not limited to:
 - i. Review of onboarding interview
 - ii. The applicant's commitment to fair and ethical business practices as demonstrated through references and review of websites including, but not limited to, the Better Business Bureau
 - iii. Documented experience with advanced building science methods
 - iv. Documented prior relevant experience, such as references for completed projects, or participation in other NYSERDA programs
 - v. A minimum of six months of experience with energy efficiency work is required.

8. Contractor Notification

- a. Following Contractor evaluation, NYSERDA will make a determination regarding the contractor's acceptance in the Program and communicate this decision to the contractor.

Contact a Program Implementer for additional information on policies, procedures, and joining the program.

- a. Home Performance with ENERGY STAR (CLEARResult) 1-800-284-9069
- b. EmPower New York (Honeywell) 1-800-263-0960