



**Advanced Home Upgrade**  
In the Pacific Gas and Electric Company (PG&E) Territory

**Contractor Background Compliance Certificate**

**Background Investigation Policy Compliance Certificate**

The undersigned, the \_\_\_\_\_ (title/position)  
of \_\_\_\_\_ (Contractor) hereby certifies to PG&E and Build It  
Green as follows:

1. Contractor has an effective background investigation policy which checks an employee's criminal history as specified in the *Advanced Home Upgrade Contractor Participation Agreement*.
2. I am the person with the authority and responsibility for implementing and administering the background investigation check on each employee.
3. Each Contractor employee that may perform any work on the property of a PG&E customer has undergone Contractors background investigation check.
4. The results of the background investigation check indicates that:
  - a. the following employees have not been convicted of any misdemeanors or felonies in the past 7 years (or 3 years in the case of DUI) as defined in Section 1.a. of the attached Background Check Exhibit.

**-OR-**

- b. the following employees have been working for the preceding 12 or more months consecutively without incident in a PG&E Program as described in Section 1.b. of the attached Background Check Exhibit:

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IN WITNESS WHEREOF, the undersigned has executed this Compliance Certificate.

Signature (or e-signature) \_\_\_\_\_

Printed Name \_\_\_\_\_

Date (m/d/yy) \_\_\_\_\_

Please either:

- Email completed form to your Contractor Engagement Representative
- Fax to 510-590-3361
- Mail to Contractor Engagement, Build It Green, 300 Frank H. Ogawa Plaza, Suite 620  
Oakland, CA 94612

**Contractor's Actions & Responsibilities:**

1. Contractor shall represent and warrant all employees that may perform any work on the property of a PG&E customer, has undergone the Contractor's background investigation check and is listed in the BACKGROUND INVESTIGATION POLICY Compliance Certificate. Contractor shall submit a BACKGROUND INVESTIGATION POLICY Compliance Certificate for each employee who performs any work on the property of a PG&E customer.
  - a. Contractor represents and warrants that it has a security background check policy which includes, at a minimum, a search using federal, state and municipal databases (e.g., Global Watch Search, National Federal Crime Search, National Crime Database, etc.) to determine if an individual has been convicted of a felony or misdemeanor for any of the following crimes: arson, assault, battery, burglary, driving under the influence, domestic violence, larceny, manslaughter, murder, theft (including but not limited to identity theft), sexual crimes, felony drug conviction, and any crimes against children (the "Background Check").
  - b. Contractor represents and warrants that each Contractor employee that will perform any work on the property of a PG&E customer has successfully passed the Background Check and has not been convicted of any of the felonies or misdemeanors listed in the Background Check within the past seven (7) years OR has been working for the preceding twelve (12) consecutive months in a PG&E Energy Efficiency Program without incident.
  - c. Contractor shall ensure that said Contractor employees shall be in compliance with the Background Check throughout the Contractor's participation during the Term of the PG&E Program and shall submit a BACKGROUND INVESTIGATION POLICY Compliance Certificate at the start of each calendar year.
  - d. Notwithstanding anything to the contrary herein, if an individual has been convicted for driving under the influence or a similar offense ("DUI Conviction") during the past three (3) years, the individual may be eligible to perform work on the property of a PG&E customer provided the individual has no more than one (1) DUI Conviction within the last three (3) years.
  - e. Contractor further represents and warrants that it will not assign or permit any individual to perform work on the property of a PG&E customer that has not undergone and passed Contractor's security background check.
  - f. If requested by PG&E or Build It Green, any personnel to be assigned by Contractor to perform work on customer property will, prior to commencing such work, execute the necessary consents and releases to allow a third party agency acting on its own behalf to, without liability to Contractor's personnel, collect and check the criminal background and qualifications of such personnel as permitted by applicable law.
  - g. Warrant that Contractor's leadership (Owner, CEO, President, etc.) have no prior conviction of crimes identified in Section 1.a. above as well as any lawsuits or liens filed against the Contractor or its leadership within the previous seven (7) years.

2. If Contractor uses any subcontractors to perform services under the Program, then the Contractor shall require subcontractors to enter into a subcontract by which they agree to comply with all obligations and requirements imposed on Contractor under this Agreement, including but not limited to those with respect to safety, confidentiality, insurance, and indemnification. Contractor agrees that Contractor is solely responsible for any acts or omissions of its subcontractors and any breach of this Agreement by Contractor's subcontractors constitutes breach by Contractor. Contractor agrees to notify PG&E and Build It Green of subcontractors that will be performing services under the Program.
  - a. Drug and Alcohol Policy. Contractor employee and its subcontractors that perform any work on the property of a PG&E customer is and shall be drug and alcohol-free while performing any work on PG&E customer property.
  - b. Social Security Number Trace. Contractor has verified the identity and work authority of its employees who will perform work under the PG&E Program and all employees are in compliance with the U.S. immigration laws.
  - c. Contractor will provide the following information on their Technicians who will be participating in the program: Name, years of experience, and credentials held.