



Pacific Gas and Electric Company Home Upgrade

Participating Independent Building Analyst Pathway

PG&E Home Upgrade supports BPI Building Analyst certification as independent assessors for test-in and test-out measurements and job submissions. Our goal is to allow Independent Building Analysts to offer the Program to customers and their services to Participating Contractors, opening additional avenues to grow Program participation. Independent Building Analysts will be responsible for completing combustion appliance safety (CAS) testing, whole house diagnostic assessments, and job submissions to Program standards.

Participating Independent Building Analyst Overview

Participating Independent Building Analysts are responsible for performing the assessments and managing the online document submission in the Advanced Home Upgrade portal for their customer clients. This allows Independent Building Analysts to solicit jobs as an independent entity and give the customer more choice of contractors. Independent Building Analysts are listed in the PG&E “Find a Contractor” directory.

Enrollment Steps

1. **Meet the Program Eligibility Requirements** (see next page)
2. **Submit a Participation Interest form** from the HomeUpgrade.org website

Once approved for enrollment:

1. **Sign the Participating Independent Building Analyst Agreement and submit required credentials/insurance documentation** (see next page)
2. **Get the required technical trainings.** To register for Advanced Technical Training, please visit our Events page at www.homeupgrade.org/events
3. **Sign the Independent Building Analyst-Contractor Collaboration Form.** BPI-certified Independent Building Analyst and a Participating Contractor sign a PG&E collaboration form before the Independent Building Analyst is granted access for job submission (Independent Building Analyst has a distinct user login)
4. **Complete the Independent Building Analyst Background Compliance Certification Form.** This form verifies that all Independent Building Analyst

employees who may perform work on a PG&E customer's home have undergone a background investigation check for criminal history

5. **Begin job submissions.** Independent Building Analysts add jobs in the Advanced Home Upgrade portal and manage document submissions

All forms may be obtained from the [Home Upgrade Document Library](#).

Eligibility Requirements

In order to participate in Home Upgrade, Independent Building Analysts must meet these minimum credential requirements:

- Current BPI Building Analyst (BPI Accreditation/Gold Star for "Independent Building Analyst Company enrollment) certification
- Company must have been in operation for at least 2 years in the home performance industry

Credential and Document Requirements

In order to participate in Home Upgrade, Independent Building Analysts submit the following documentation:

- Copy of current BPI Building Analyst (BPI Accreditation/Gold Star for "Independent Building Analyst Company" enrollment) certification, including certification number and expiration date
- Signed Independent Building Analyst Participation Agreement, including all supporting documentation
 - Commercial General Liability certificate with Additional Insureds as noted in Participation Agreement (\$1,000,000 each occurrence / \$2,000,000 in aggregate for bodily injury, property damage, and personal injury)
 - Business Automobile Liability (\$1,000,000 each accident for bodily injury and property damage)
 - Workers Compensation (if Independent Building Analyst has employees, if not please provide declaration waiver as per the Participation Agreement)
- Verification of background checks on all employees and subcontractors who will enter a customer's home