

## IBA Home Energy Conservation Program Checklist to Become an Approved Auditor

All necessary documentation identified below must be submitted before IBA will consider your request to be an approved auditor and to sign an auditor contract in round 2. Requested information can be found under the Download Info section at [www.IBAEnergy.org](http://www.IBAEnergy.org). Submit all information to: Heather Sturgeon, by e-mail to [Heather@BuildIndiana.org](mailto:Heather@BuildIndiana.org) or fax to (317) 917-0335, or mail to Indiana Builders Association, 101 W. Ohio St., Ste. 1111, Indianapolis, IN 46204. Questions? 1-800-377-6334, ext. 207.

### [www.IBAEnergy.org](http://www.IBAEnergy.org)

- 1) **PROPOSAL INFORMATION** – Submit your proposal on-line at [www.IBAEnergy.org](http://www.IBAEnergy.org) by clicking on “Click Here” Submit your proposal on-line. A .pdf copy for review is available at [https://secure.ibaenergy.org/files/Proposal\\_Info.pdf](https://secure.ibaenergy.org/files/Proposal_Info.pdf) (If your information is unchanged from Round 1, you do not need to do a new on-line proposal.)
- 2) **INDEPENDENT AUDITOR AGREEMENT** – Complete requested information on the IBA HEC Auditor Contract on pages 1, 30, 31, 32, Exhibit C (pages 1 & 3), and Exhibit G-Form 1413 (sections 2, 5a, 5b, 5c, 5d, 5e, 15a, 15b, 16, 17, and if using subcontractors, 14a, 14b, 14c, 14d.) *New copy required.* <https://secure.ibaenergy.org/files/IBA%20HEC%20Auditor%20Contract.pdf>
- 3) **CERTIFICATE OF INSURANCE** – General liability insurance with minimum aggregate limits of \$1,000,000 for bodily injury and property damage. The policy must include a contractual liability endorsement covering Auditor’s obligations under this Agreement. The certificates must name the Indiana Builders Association (IBA) as an additional insured, and shall contain a 30-day prior notice provision of cancellation, termination or material change in coverage. *New copy required.*
- 4) **CERTIFICATE OF WORKMAN’S COMPENSATION INSURANCE IN AMOUNTS REQUIRED BY STATE LAW** (or valid exemption Certificate, if applicable) *New copy required.*
- 5) **CURRENT W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM** – <https://secure.ibaenergy.org/files/IBA%20HEC%20W-9%20Form.pdf>. *New copy required.*
- 6) **CLASSIFICATION CERTIFICATION FOR MINORITY OWNED BUSINESS ENTITY OR WOMAN OWNED BUSINESS ENTITY (AS DEFINED IN IC 4-13-16.5)** (if applicable)
- 7) **NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENTS** – A separate non-disclosure and confidentiality agreement must be completed and signed by each individual in your organization who has any contact with the client or who has access to client information. *New copies required as these forms have changed.* <https://secure.ibaenergy.org/files/IBA%20HEC%20Confidentiality%20Agreement.pdf>
- 8) **CERTIFICATES OF SUCCESSFUL COMPLETION OF REQUIRED ARRA TRAINING FOR ALL AUDITORS WORKING FOR YOUR COMPANY** (You do not need to re-submit any ARRA training certificates previously supplied in Round 1) – Auditors must submit certificate from either the 6 week Indiana Winterization Providers course under American Recovery and Reinvestment Act OR the BPI Certified Building Analyst training through the Indiana Community Action Association (INCAA). Auditor helpers must submit certificates from ARRA contractor training from an authorized training agent of the Indiana Housing and Community Development Authority (IHCDA).
- 9) **PROOF OF OTHER APPLICABLE TRAINING** – Auditors must submit certificates or other proof of attendance for any other training received. Auditors are required to take and present certificates from the Indiana Community Action Association “Mold Awareness” and “Lead Safe Work Practices” courses within one year of successfully completing the ARRA 6 week training or BPI Analyst training. Submit Certified Lead Based Paint Firm Certificate and Renovator Cards if company has.
  - The ONLY individuals allowed to enter a home or handle client information are those approved by IBA.
  - Individuals entering a client’s home must have a training certificate and non-disclosure and confidentiality agreement on file with IBA.
  - All employees with access to client information (including those in the office) must submit a completed non-disclosure and confidentiality agreement.
  - Use of subcontractors may only occur after all requirements identified in the contract are met, IBA has approved the subcontractor, subcontractor is identified on the 1413 and IBA has approved request to use the subcontractor.