



An **AEP** Company

HELP Program

HHEA Background Investigation Certification and Key Personnel List

Resource Innovations, Inc., (Program Implementer) has been contracted by American Electric Power Ohio (AEP Ohio) to implement the AEP Ohio High Efficiency for Low-Income Program (HELP). To apply to be an approved HELP Home Energy Assessor (HHEA), complete and sign the Background Investigation Certification and Key Personnel List below. Capitalized terms have the meanings given in the HELP Program Manual. HHEA certifies and agrees as follows:

1. (a) HHEA performs, or causes its subcontractors to perform, investigations on all employees in accordance with the requirements described in the Background Investigation Requirements of the Program Manual; (b) HHEA employees and subcontractors who will be performing services for the Program and will (i) have access to any customer information, and/or (ii) will be performing services at a customer's residence through the Program are identified on the attached Key Personnel List (c) the investigation(s) were conducted in accordance with the provisions of the Fair Credit Reporting Act, applicable federal and state laws, and the Background Investigation Requirements; (d) HHEA has reviewed the results of the investigations for all such HHEA employees and obtained Certifications for listed subcontractor employees; and (e) HHEA did not discover any Adverse Findings in the investigation(s);
2. HHEA agrees that if at any time after this Certification is provided, HHEA begins utilizing any employee or subcontractor for the Program who were not included as part of the original Certification, HHEA shall conduct background investigation, or cause its subcontractors to perform, on such individuals and provide Program Implementer with an updated Certification, or complete updated background investigations on employees, as reasonably requested by Program Implementer or AEP Ohio; and
3. If at any time after this Certification has been provided to Program Implementer, HHEA becomes aware of Adverse Findings for employees or subcontractors who were listed in the Key Personnel List as part of this Certification, HHEA shall discontinue use of such individual in performance of the Program services and HHEA shall notify Program Implementer in accordance with the Background Investigation Requirements.

I am a duly authorized representative of HHEA and have read, understand and agree to the accuracy of this Certification.

HHEA Name: _____

HHEA Representative Signature: _____

Printed Name: _____

Title: _____ Date: _____

Once completed, return this Certification along with the Key Personnel List to the Program Implementer.

AEP Ohio HELP Program HHEA Background Investigation Certification and Key Personnel List, Continued

Key Personnel List

List the names of the HHEA employees and HHEA’s subcontractor employees who are the subjects of the Background Investigation Certification.

Name	Company	Title	Date Completed