



AEP Ohio HELP Program

Qualified Installation Contractor 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") (collectively "Program"). To apply to become a Qualified Installation Contractor, complete and sign the Background Investigation Certification and Key Personnel List below. Capitalized terms have the meanings given in the HELP [Program Manual](#). The Qualified Installation Contractor certifies and agrees as follows:

1. (a) The Qualified Installation Contractor 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) Qualified Installation Contractor 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) Qualified Installation Contractor has reviewed the results of the investigations for all such Qualified Installation Contractor employees and obtained Certifications for listed subcontractor employees; and (e) Qualified Installation Contractor did not discover any Adverse Findings in the investigation(s);
2. The Qualified Installation Contractor agrees that if at any time after this Certification is provided, the Qualified Installation Contractor begins utilizing any employee or subcontractor for the Program who were not included as part of the original Certification, the Qualified Installation Contractor 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, the Qualified Installation Contractor becomes aware of Adverse Findings for employees or subcontractors who were listed in the Key Personnel List as part of this Certification, the Qualified Installation Contractor shall discontinue use of such individual in performance of the Program services and the Qualified Installation Contractor shall notify Program Implementer in accordance with the Background Investigation Requirements.

I am a duly authorized representative of the Qualified Installation Contractor and have read, understand and agree to

Qualified Installation Contractor Name: _____

Qualified Installation Contractor Representative Signature: _____

Printed Name: _____

Title: _____ Date: _____

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

Key Personnel List

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

Name	Company	Title	Date Completed