

Steps to Meet Our Contractor Program Requirements

Here's a checklist of the documents you need to begin the process of becoming an Energy Friendly Homes Program Contractor.

Need help navigating and completing contractor program requirements?
Contact us at info@EnergyFriendlyHomes.com or 971.399.7742.

REQUIRED LICENSING

Construction Contractors Board (CCB) license

Check that your CCB license is active, valid, and has the General Contractor endorsement on the Oregon CCB website: <https://www.oregon.gov/ccb/pages/default.aspx>.

Lead Based Paint Renovator (LBPR) license

Check that you have a valid and active LBPR license.

There are two steps to get this certification:

Step 1:

Complete an EPA/Oregon Health Authority (OHA)-accredited Renovation, Repair, and Painting (RRP) training course:



<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/HEALTHYNEIGHBORHOODS/LEADPOISONING/TRAININGPROVIDERS/Pages/RRPTrainingProviders.aspx>

This eight-hour course teaches lead-safe work practices and results in a course completion certificate. The initial certificate is valid for five years, with a four-hour refresher required before expiration to stay current.

Step 2:

Apply to the Oregon Construction Contractors Board (CCB) for a Certified Lead-Based Paint Renovation (LBPR) Contractor License:



<https://www.oregon.gov/ccb/Pages/Specialty%20Licenses.aspx>

You will need to:

- Complete the CCB LBPR application form.
- Provide proof of your current CCB contractor license.
- Submit the RRP training completion certificate showing that an individual on your staff is a certified renovator.

- Building Performance Institute (BPI) Building Analyst Professional (BA-P) certificate or HERS Rater certificate, or work with someone who is certified

- Several organizations offer BPI training, including EnerCity Collaborative, which prioritizes contractors interested in becoming an Energy Friendly Homes Program Contractor. Learn more about the training and apply to attend.



EXPERIENCE AND REFERENCES

- Three project references for home performance upgrades following BPI standards from the last two years

Project reference requirements

1. Within the past two years

- On a case-by-case basis, we will accept proven experience that is prior to the most recent two years. Contact us for details at [971.399.7742](tel:971.399.7742).

2. Work and measures

- The contractor must have installed at least one eligible measure, such as:
 - Insulation.
 - Air sealing.
 - Heat pumps (ducted or ductless).
 - Heat pump water heaters.
- The contractor must have performed diagnostic testing using a blower door.
- The above work must have followed BPI standards:
 - ANSI/BPI-1200-S-2017: Standard Practice for Basic Analysis of Buildings
 - BPI-1100: Energy Auditing Standard
 - BPI-2400: Standardized Qualification of Whole-House Energy Savings Predictions

3. Experience requirements

- Home performance retrofit experience: Prior retrofit work must have used building science-based diagnostics.
 - Simple kitchen/bath remodels or ductless heat pump installations without diagnostics are not acceptable.
- Blower door testing experience: This must demonstrate field experience on actual projects.
 - BA-P training alone is insufficient.

4. Reference types

- **Preferred:** Homeowners who can confirm the contractor managed and executed retrofit projects, including diagnostics and scope implementation.
- **Alternatives:** Community-based organization (CBO) references, or specialized subcontractor roles may be considered if homeowner references are unavailable.

Some options for gaining experience and gathering references:



Connect with former clients, family, or neighbors and request access to complete blower door testing and complete whole-home air sealing.

Need equipment? Contact us about our lending library: [EnergyFriendlyHomes.com/equipment-and-lending-library/#topic-equipment-lending-library](https://www.energyfriendlyhomes.com/equipment-and-lending-library/#topic-equipment-lending-library).



Connect with Program Contractors (go to [EnergyFriendlyHomes.com/participating-contractors](https://www.energyfriendlyhomes.com/participating-contractors)) to see if they need subcontracting support on their current projects.



Connect with the Energy Trust of Oregon to determine what opportunities or leads are available through their residential programs: [Insider.EnergyTrust.org/resources/become-a-trade-ally](https://www.insider.energytrust.org/resources/become-a-trade-ally).



Join the Home Performance Guild ([HPGuild.org](https://www.hpguild.org)), National Association of Minority Contractors ([NAMC-Oregon.org](https://www.namc-oregon.org)), LatinoBuilt ([LatinoBuilt.org](https://www.latinobuilt.org)), Northwest Native Chamber ([NWNC.org](https://www.nwnc.org)), or Professional Business Development Group ([PBDG.org](https://www.pbdg.org)). These organizations can help you connect with programs, resources, clients, and other contractors to find opportunities to gain additional experience.

INSURANCE REQUIREMENTS

Connect with your broker to discuss these insurance requirements and send them the sample Certificate of Insurance (COI): [EnergyFriendlyHomes.com/coi](https://www.energyfriendlyhomes.com/coi).

1. \$2,000,00 Commercial Liability Insurance
 - The program accepts \$1,000,000 for the first year of participation.
2. \$1,000,000 for Automobile Liability Insurance.
3. Workers' compensation insurance, \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit.
4. Submit an additional insured form CG20 26 or an alternative endorsement form that names the City of Portland and Evergreen Consulting Group I as additional insured parties.

Need support? We are happy to join the call with your broker.

If your broker is not able to help you, let us know, and we can help find an alternative.



SCAN THE QR CODE

The Energy Friendly Homes Program is funded by the Portland Clean Energy Community Benefits Fund

