

## Energy Efficiency Residential Program Contractor Requirements

### Enrollment Application Requirements

Required documents for enrollment in Enertrek/P3 referred to as P3 database:

- Tax ID
- Completed W-9
- Disclosure of any legal judgments in the previous two years, as well as a current list of pending litigation
- Certificate of Insurance: (see Insurance Required of Contractors for requirements)
- Active license as required by the state of Louisiana to legally do the planned type of contract work
- Licenses and Certifications: Document that technicians doing diagnostic testing hold current BPI or RESNET certifications showing names, certification date, expiration date, & licence/certification type.
  - AIR SEALING: Blower Door & Combustion Safety Testing
  - DUCT SEALING: Duct Blaster & Combustion Safety Testing
- Testing Equipment: Recalibration date showing the your testing equipment (i.e. monometers)
- Agree to the Best Practice Installation Standards
- Marketing Plan for targeting customers

### Approved Market Actor Requirements

- Signed Contractor Agreement and Best Practice Installation Standards
- Complete P3 Training with Cleco
- Submit projects and schedule work in P3
- Upload relevant information and documents in P3 as projects are completed such as (but not restricted to) customer agreements, field notes, completion reports.

\* Cleco Program Documents are located on Cleco's website and P3 help section.

**INSURANCE REQUIRED OF CONTRACTORS**  
**Cleco Corporate Holdings LLC**  
**P. O. BOX 5000, PINEVILLE, LA 71361-5000**

1. All policies are to be written by insurance companies rated "A- V" or better in Best's Key Rating Guide unless, otherwise approved by Cleco.
2. "Cleco Corporate Holdings LLC and Cleco Power LLC" are to be named (included) as an additional insured on all liability policies (except workers' compensation and employer's liability policies).
3. Waiver of subrogation in favor of Cleco Corporate Holdings LLC and Cleco Power LLC is to be included on all policies.
4. Cleco is to be provided 30 days' written notice of policy cancellation.
5. Below are the minimum coverages required by Cleco:

**Note: These limits may be achieved through any combination of primary and/or excess liability policies. Excess coverage must be equal to or broader than underlying policies.**

a. General Liability:

\$ 1,000,000 each occurrence

Coverage shall include contractual liability; independent contractor's liability; premises and operations hazard; explosion, collapse and underground hazard; products and completed operations liability; broad form property damage liability and personal injury liability. If any of the above coverages are excluded from the general liability policy or sublimits apply to these coverages, they are to be noted on the certificate.

b. Automobile Liability:

\$ 1,000,000 each occurrence

c. Workers' Compensation

Statutory in the State of Louisiana

d. Employer's Liability:

\$ 500,000 each occurrence

**All insurance certificates are to be sent to:**

**Cleco Corporate Holdings LLC**  
**Attn: Risk Management**  
**P.O. Box 5000**  
**Pineville, LA 71361-5000**  
**Email:**  
[energyefficiency@cleco.com](mailto:energyefficiency@cleco.com)  
**Phone: 800-826-7728**

**CERTIFICATE HOLDER**  
**Cleco Corporate Holdings LLC**  
**P.O. Box 5000**  
**Pineville, LA 71361-5000**