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May 3, 2013

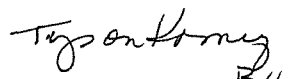
Mr. Jeff Derouen
Executive Director
Public Service Commission of Kentucky
P.O. Box 615
211 Sower Boulevard
Frankfort, KY 40602-0615

***In The Matter Of: Tariff Filing of Big Rivers Electric Corporation To
Revise And Implement Demand-Side Programs
Case No. 2013-00099***

Dear Mr. Derouen:

Enclosed for filing are an original and ten (10) copies of Big Rivers Electric Corporation's response to the Commission Staff's requests for information from the April 29, 2013, telephonic conference in the above referenced matter.

Sincerely,


Tyson Kamuf ^{BA}

cc: Billie J. Richert

RECEIVED

MAY 03 2013

PUBLIC SERVICE
COMMISSION

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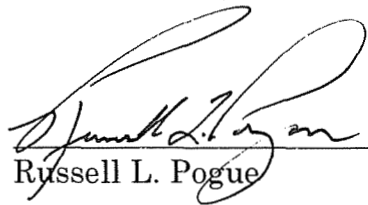
BIG RIVERS ELECTRIC CORPORATION

**TARIFF FILING OF
BIG RIVERS ELECTRIC CORPORATION
TO REVISE AND IMPLEMENT
DEMAND-SIDE PROGRAMS**

CASE NO. 2013-00099

VERIFICATION

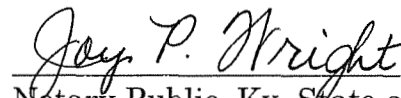
I, Russell L. Pogue, verify, state, and affirm that I prepared or supervised the preparation of the data responses filed with this Verification, and that those data responses are true and accurate to the best of my knowledge, information, and belief formed after a reasonable inquiry.



Russell L. Pogue

COMMONWEALTH OF KENTUCKY)
COUNTY OF HENDERSON)


SUBSCRIBED AND SWORN TO before me by Russell L. Pogue on this the
1 day of May, 2013.



Notary Public, Ky. State at Large
My Commission Expires _____

Notary Public, Kentucky State-At-Large
My Commission Expires: July 3, 2014
ID 421951



Your Touchstone Energy® Cooperative 

COMMONWEALTH OF KENTUCKY

BEFORE THE PUBLIC SERVICE COMMISSION OF KENTUCKY

In the Matter of:

**TARIFF FILING OF)
BIG RIVERS ELECTRIC CORPORATION) Case No. 2013-00099
TO REVISE AND IMPLEMENT)
DEMAND-SIDE PROGRAMS)**

**Responses to Commission Staff's
Information Request from the Telephonic Informal Conference
of April 29, 2013**

FILED: May 3, 2013

BIG RIVERS ELECTRIC CORPORATION
TARIFF FILING OF
BIG RIVERS ELECTRIC CORPORATION
TO REVISE AND IMPLEMENT
DEMAND-SIDE MANAGEMENT PROGRAMS
CASE NO. 2013-00099

Response to Commission Staff's
Information Request from the Telephonic Informal Conference
of dated April 29, 2013

May 3, 2013

1 **Item 1)** *Provide Big Rivers' 2013 DSM Program budget by program.*

2

3 **Response)** Attached are the 2013 targets for individual programs. Some
4 programs have been divided into sub-measures where incentives vary with the
5 program. These targets represent Big Rivers' anticipated expenditures by
6 program. Actual expenditures will be determined by actual participation in the
7 programs. To the extent total actual expenditures in a year are less than the \$1
8 million included in Big Rivers' base rates, Big Rivers would roll the remainder
9 into the next year's target. On the other hand, if Big Rivers' actual expenditures
10 exceed \$1 million in a year, Big Rivers would not reduce the next year's target.

11

12 As shown on the attachment, the 2013 incentive targets total \$1.15 million for
13 individual programs. An additional \$150,000 has been set aside for promotional
14 activities, which if not needed may be assigned to programs with high
15 participation. Thus, the total DSM target for 2013 (incentive targets plus
16 promotional activities) is \$1.3 million.

17

18

19 **Witness)** Russell L. Pogue

20

2013 Target Spend DSM/Energy Efficiency Programs

Residential Programs		Target Spend 2013
DSM-01 High Efficiency Lighting Replacement		\$130,000
DSM-02 Energy Star Clothes Washer Replacement		\$40,000
DSM-03 Energy Star Refrigerator Replacement		\$40,000
DSM-04 Residential High Efficiency HVAC		
Dual Fuel		\$24,000
Air Source Heat Pump		\$16,400
Geothermal		\$24,750
DSM-05/DSM-10 Residential Weatherization		\$400,026
DSM-06 Touchstone Energy New Home		
Gas Heat		\$57,000
Air Source Heat Pump		\$11,000
Dual Fuel Heat Pump (w/ Gas)		\$12,000
Geothermal Heat Pump		\$20,000
DSM-07 Residential HVAC Tune-Up		\$30,000
Commercial/Industrial (C/I) Programs		Target Spend 2013
DSM-08 C/I High Efficiency Lighting		\$194,950
DSM-09 C/I General Energy Efficiency		\$30,100
DSM-07 C/I HVAC Tune-Up		\$20,000
DSM-11 C/I High Efficiency HVAC		\$50,025
OTHER		Target Spend 2013
DSM-12 High Efficiency Outdoor Lighting		
100W MH to LED		\$42,000
100W MH to Induction		\$7,980
Total		1,150,231

BIG RIVERS ELECTRIC CORPORATION
TARIFF FILING OF
BIG RIVERS ELECTRIC CORPORATION
TO REVISE AND IMPLEMENT
DEMAND-SIDE MANAGEMENT PROGRAMS
CASE NO. 2013-00099

Response to Commission Staff's
Information Request from the Telephonic Informal Conference
of dated April 29, 2013

May 3, 2013

1 **Item 2)** *Provide a copy of Big Rivers' contract with Sherlock Homes*
2 *that requires Sherlock Homes to refund the retail customer's \$100 deposit*
3 *upon completion of the weatherization.*
4

5 **Response)** Please note that the \$100 refundable deposit is a part of the proposed
6 revisions to Big Rivers' Residential Weatherization program. As such, it is not a
7 part of the current agreement between Big Rivers and Sherlock Homes. The
8 attached weatherization program guidelines and contractor agreement, which will
9 be executed if the Commission approves the proposed revisions to the Residential
10 Weatherization program, detail the administration documentation and procedures
11 agreed to by the contractor and Big Rivers under the revised program. Section
12 three on the first page of the guidelines specifies the handling of the \$100 deposit
13 by the contractor.
14
15

16 **Witness)** Russell L. Pogue
17

Weatherization Program Guidelines 2013

1. Candidates selected, identified & notified

- a. Lists of names are generated from each Co-op & given to Sherlock (include Name, Address, Phone Number, Account or Meter #.
- b. Letters approved by each Co-op will be printed on Co-op letterhead & envelopes to the recipients.
- c. Calls shall be placed to each candidate to answer any questions, tell them about the process, determine eligibility or desire to participate and schedule the initial 1st site visit.

2. 1st site Visit

- a. Sherlock Homes will perform 1st site visit audits for Big Rivers and the member co-op at a fee of \$150.00. This fee includes the following:
 - i. Client Education
 1. Client education material will be provided by Big Rivers and will include but may not be limited to:
 - a. Pamphlet describing program
 - b. Renovate Right
 - c. Mold & Moisture and Your Home
 - ii. 1st site visit audit report
 - iii. Installation of up to 20 light bulbs; (provided by Big Rivers or the member co-op). Bulbs will be installed at \$3.00 per bulb.
 - iv. Installation of 2 aerators and 1 shower head per residence; (provided by Big Rivers or member co-op). Aerators and shower heads will be installed at \$10.00 per fixture
 - v. Gas Heat Homes will be included in this program. Sherlock will perform worst case depressurization (CAZ) testing at the Diagnostic Audit only.

3. Diagnostic Audits:

- a. Will be performed by Sherlock Homes at a cost of \$450.00. This process includes the development of the audit report, pricing for the project, final work scopes, and final pricing.
- b. A deposit fee of \$100 will be charged to the homeowner/member at the time of the Diagnostic Audit.
 - i. If the home proceeds to weatherization the deposit will be refunded to the homeowner/member and documented.
 - ii. If the home does not proceed to weatherization the deposit fee will be retained by Sherlock Homes and documented. Big Rivers will pay the remaining balance.
- c. Exception:
Primary Heat Source Non-Electric
 - i. Diagnostic Audits will be performed at a cost of \$450.00
 - ii. The homeowner/member will be charged \$225.00 at the time of the Diagnostic Audit. This fee is not refundable.
 - iii. Big Rivers will pay the remaining \$225.00.

4. Approved Final work scopes:

- a. Items for weatherization will be assigned on a priority basis. The priority list is as follows:
 1. Insulate water tank, insulate 1st six feet of water line
 2. Air sealing
 3. Duct sealing
 4. Insulate Un-insulated Ceilings to R38
 5. Insulate Ducts Outside Thermal Boundary or Insulate Belly
 6. Insulate Un-insulated Walls
 7. Insulate Partially Insulated Ceilings R19 or less to R38
 8. Insulate Rim joists
 9. Insulate Foundation/Ducts
- b. Exception:
Primary Heat Source is non-electric. Items for weatherization will be assigned on a priority basis. The priority list is as follows:
 1. Air Sealing
 2. Duct Sealing
 3. Insulate un-insulated attics to R38
 4. Insulate Partially Insulated Ceilings R19 or less to R38

5. Direct Weatherization Costs:

- a. Big Rivers will pay up to \$2500.00 for implemented residential weatherization measures including project management and verification.
- b. Costs in excess of \$2500.00 will be paid by the homeowner/member.

i. Example 1: Big Rivers pays 100% of cost:

Direct WX Cost:	\$2,200.00
Project Management:	<u>300.00</u>
Total Cost:	\$2,500.00

ii. Example 2

Big Rivers pays up to	\$2,500.00
Direct WX Cost:	\$3,000.00
Project Management:	<u>300.00</u>
Total Cost:	\$3,300.00
Big Rivers Contribution:	\$2,500.00
Client Contribution	\$ 800.00

- c. Exception:
Primary Heat Source is non-electric:
 - i. Big Rivers will pay up to \$1000.00 for implemented residential weatherization measures including project management and verification.
 - ii. Cost in excess of \$1000.00 will be paid by the homeowner/member.

6. Final Audits:

- a. Final audits will be performed on 100% of contractors first 100 weatherization's.
- b. After meeting requirement (a), Final audits will be performed on 20% of all weatherization's.
- c. Contractors will pay Sherlock Homes a fee of \$300.00 for each final audit.

7. Other Fees:

- a. Contractors will pay Sherlock Homes a project management fee of \$150.00 for each weatherization assigned.

Fee Example

Example of Weatherization Project Electric					
	WX	Big Rivers	Client	Contractor	
1st site visit fee		\$150.00	\$0.00	\$0.00	
Bulbs up to 20		\$60.00	\$0.00	\$0.00	
Aerators up to 2		\$20.00	\$0.00	\$0.00	
Shower Heads up to 1		\$10.00	\$0.00	\$0.00	
Total		\$240.00			
Diagnostic Audit		\$350.00	\$100.00	\$0.00	
If Project goes to WX					
Project Mangement		\$300.00		\$150.00	
Diagnostic Audit		\$100.00	-\$100.00		
Weatherization	\$2,200.00	\$2,200.00	\$0.00	\$2,200.00	
Totals		\$3,190.00	\$0.00	\$2,050.00	
Sherlock Collects		\$1,140.00	\$0.00	\$150.00	
Contractor Collects				\$2,050.00	
Does not Includ Final Audit					
Example of Weatherization Project Non-Electric					
	WX	Big Rivers	Client	Contractor	
1st site visit fee		\$150.00	\$0.00	\$0.00	
Bulbs up to 20		\$60.00	\$0.00	\$0.00	
Aerators up to 2		\$20.00	\$0.00	\$0.00	
Shower Heads up to 1		\$10.00	\$0.00	\$0.00	
Total		\$240.00	\$0.00	\$0.00	
Diagnostic Audit		\$225.00	\$225.00	\$0.00	
If Project goes to WX					
Project Mangement		\$300.00	\$0.00	\$150.00	
Diagnostic Audit					
Weatherization	\$2,200.00	\$700.00	\$1,500.00	\$2,200.00	
Totals		\$1,465.00	\$1,725.00	\$2,200.00	
Sherlock Collects		\$765.00	\$225.00	\$150.00	
Contractor Collects				\$2,050.00	

Weatherization Program Details 2013

Client Recruitment

- Potential weatherization clients primarily come from 2 sources.
 - Working relationships with local utility companies that share customer data.
 - Information gathered from a web based sign up tool.
 - (Option maybe available in the future)

Intake and Eligibility

- Eligibility is based on parameters established by the utility company. Eligibility may include but may not be limited to:
 - Type of heating or cooling, (electric, gas, etc.)
 - Total Square Footage of home not to exceed 4500 sq. ft.
 - Type of occupancy, (owner or non-owner occupied)
 - Note: If dwelling is a non-owner occupied, the owner must be notified and necessary authorization from the owner gained prior to weatherization.
- Eligibility is confirmed by mail, and phone prior to a site visits.

Preliminary data and documents

- Upon determining a client's eligibility the following program documents and data is collected.
 - Intake form
 - 1st site Scheduling form
 - 1st site visit trip sheet

Initial Site Visit—Auditor

- Determine if building is viable to weatherize.
- Determine if the structure is eligible to weatherize.
- Determine if the (working) conditions are acceptable.
- “Walk through” inspection to survey special problems.
- Complete a *Moisture Assessment form* indicating if the property will proceed to weatherization or be deferred. This form must be signed and dated by the auditor and client. The most common reasons for deferral include but may not be limited to:
 - Suspected mold in excess of 10-SqFt.
 - Excessive and uncontrolled standing water in any part of the dwelling or below it.
 - Active plumbing leaks in water supply lines or sanitary sewer drain lines.
 - Structural un-soundness of the dwelling. Incomplete building envelope.
 - Excessive animal feces or pests (insects or rodents, not children) anywhere in a potential Wx work area.
 - Excessive clutter anywhere in a potential Wx work area that the client will not or cannot remove prior to the Auditor’s visit.
 - Extensive suspected lead paint deterioration / flaking.
- Complete a *Client Consent form* signed and dated by the client.
- If a non-vented gas log is in use:
 - Complete a non-vented gas log form indicating that the gas log can be disconnected or
 - Complete a non-vented gas log form indicating that the log will be used for emergency heat only.
- Communicate obvious problems to client.
- Clearly explain client responsibilities.

- Educate the client. The education may include but may not be limited to:
 - Importance of keeping up the monthly furnace filters changes.
 - CFL installation and Lo-Flow aerator/showerhead use will save significant energy costs over time.
 - Insulating water lines near the water heater will save significant energy costs over time.
 - Setting back the thermostat at night or while away from home will save significant energy over time.
 - Maintaining good drainage conditions around the building will help prevent deterioration of the building components.
 - Maintaining the building claddings and/or skirting will help to prevent deterioration of the installed weatherization components
 - Providing the client with the EPA pamphlets *Renovate Right*, and *Mold and Moisture in your Home*.
- Complete the client interview form.
- Install CFL bulbs, aerators, and shower heads. The number of bulbs should be limited to 20 and should only be installed in high traffic or high use areas. All debris generated from the replacement should be removed from the property. A completed bulb form must be filled out indicating what items were installed.
- Make sure client knows what the program process is and who to expect next and what they will be doing.
- Collect necessary information to complete the site visit report including but not limited.
 - Drawing the floor plan
 - Collecting the window and door information
 - Determining the Minimum Ventilation Rate
 - Determining weatherization opportunities
- The 1st site visit maybe combined with combustion Safety & Efficiency Analysis and Building Shell analysis if appropriate.

Initial Site Visit Review

- Confirm that the building should or should not proceed to weatherization.
- Confirm that necessary documentation has been completed by the 1st site auditor. This information shall include but is not limited to:
 - Completed Moisture Assessment form
 - Completed Client Consent Form
 - Completed Client Interview
 - Completed bulb and aerator form
 - Floor Plans if home is not deferred for cause
 - Calculated MVR
 - Information regarding the Base load of the building if applicable
 - Recommendations for weatherization
- Complete the necessary Database information. This information includes but is not limited to:
 - Bulbs, Aerators, Shower Heads Form
 - 1st site visit form
- Make necessary changes in the 1st site visit report to insure that all necessary information is completed.
- Compose a reduced version of the 1st site visit report for distribution to appropriate parties.
- Distribute the 1st site visit report to appropriate parties.
- Update the daily status sheet.

Scheduling auditor

- Upon determining a client's eligibility for an audit the following program documents and data is collected.
 - Auditor Trip Sheet
 - Auditor Form
 - Scheduling Auditor Form
- The audit will be scheduled with the client
- Necessary information will be provided to the auditor which may include but may not be limited to:
 - Auditor Trip Sheet
 - Auditor Form
 - Client Consent Form
 - Moisture Assessment Form
 - Floor Plan
 - 1st site visit report

Building Shell Analysis— Auditor

- If not completed at the 1st site visit complete a *Client Consent form* signed and dated by the client.
- Modify the Moisture assessment form as needed. If modified the form must be signed and dated by the client and auditor.
- If a non-vented gas log is in use:
 - Complete a non-vented gas log form indicating that the gas log can be disconnected or
 - Complete a non-vented gas log form indicating that the log will be used for emergency heat only.
- Lead Safe Work Practices Policy:
 - The auditor must determine that Wx services should be provided for a client in one of two ways (for pre-1978homes).
 1. Either presume the paint is lead-based paint or...
 2. Perform a lead inspection and test the paint to determine it is or is not lead-based paint by using a Niton XRF device.
- Perform initial building diagnostics.
- If applicable perform a Worst-case depressurization draft test and determine if appropriate to begin shell work.
- Blower door test and determine initial CFM50.
- Determine Minimum Ventilation Rate.
- Perform Pressure Pan Tests on the ducts.
- Perform zone-to-zone pressure diagnostics.
- Visually inspect crawl space and attic.
- Note special problems.
- Determine pressure boundary and thermal boundary.
- If pressure boundary or thermal boundary is incomplete, develop strategy to complete.
- If pressure boundary or thermal boundary is misaligned, develop strategy to align.
- Locate bypasses and identify location.
- The auditor shall continue the client education, informing the client of energy saving opportunities.
- Complete the audit report. The audit report must include the following:
 - Completed Duct leakage and house leakage information
 - Complete the pressure boundary information
 - Complete the recommended work scope
- Complete the preliminary pricing for the weatherization.

Gas Appliance Combustion Appliance Safety & Efficiency Analysis—Auditor, Crew or Contractor

•For specific procedures, refer to *Sherlock Homes Best Efforts Manual*:

All combustion appliance issues must be completed prior to shell work beginning.

- Perform appropriate Heating System Inspection Procedure on heating system and water heater, which includes "Worst Case "Draft Test.
- Perform initial Cook Stove Procedure.
- Determine if appliances or air delivery system require modification.
- Determine if modification is feasible.
- Follow "best practice" theory in creating specifications that result in safety, reliability and efficiency.
- Follow programs policies and procedures for modification of all furnaces, water heaters and cook stoves.
- Once corrections are complete, inspect and determine whether additional modifications are necessary.
- Determine if appliances require replacement.
- Determine if replacement is allowable and affordable.
- Follow program policies and procedures for replacement of all furnaces, water heaters and cook stoves.
- If furnace is to be replaced, Follow program procurement policy.
- Size according to Manual J.
- Replace with most appropriately sized unit.
- Inspect furnace using "Furnace Inspection Form" or water heater using water heater inspection form. Accept or reject replacement.

Audit Review & Work Scope Implementation

- Sherlock Homes staff will review the audit report.** The review includes but is not limited to:
 - Confirming the completeness of the audit information.
 - Making necessary adjustments in work scope items to meet the goals of the program.
 - Making necessary adjustments in the pricing information to insure the recommended measures fall within the budgetary constraints of the program.
 - Making recommendations to the client, about items they may want to consider, that are outside the budgetary constraints of the program.
 - Developing a final work scope
 - Developing a final pricing sheet.
 - Complete the necessary Database information. This information includes but may not limited to:
 - Bulbs, Aerators, Shower Heads Form
 - 1st site visit form
 - Auditor Form
 - Audit Review/Scheduling Contractor Form
 - Contractor Trip Sheet
 - Indicate on the Contractor Complete Interim/Exit Scheduling Form if a final audit is needed and an approximate date the final audit could be performed on.
- Discuss the work scope and pre-weatherization information with the client.
- Schedule the weatherization with the client.

Scheduling the Contractor:

- Sherlock Homes will match work scope with capabilities of contractor/crew. Upon scheduling, the contractor will be notified about the project via a web based management tool. The information posted to the contractor will include but may not be limited to:
 - Final work scope
 - Final pricing Sheet
 - Floor Plan
 - Contractor trip sheet
 - Any special instruction regarding the work scope or client.
- Sherlock Homes will Stress with the contractor the importance of Daily Safety Test Out procedures if required.
- Sherlock Homes will discuss with the contractor any flexibility that maybe available regarding the project.
- Sherlock Homes will be available as a technical resource for contractor/crew while the project is in progress.

- The contractor should continue client education by letting client know what to expect during the weatherization process, and informing the client how to maintain the installed measures.
- If contractor/crew disturbs a painted surface not specified on the original work scope, lead safe work practices must be used.
- The contractor must use Sherlock Homes *Best Efforts Manual* and the *BPI Standards* when implementing weatherization measures. Deviations from these standards must receive approval from Sherlock Homes.
- Sherlock Homes will notify the appropriate program managers of the date and time of the weatherization, and provide access to the final work scope related to the weatherization project.

•Upon completion of the weatherization the contractor shall:

- Leave in a readily accessible area, a copy of the final work scope indicating the weatherization measures implemented. Documentation should also be left regarding conditions that limited or prevented weatherization measures.
- Produce photo documentation of each installed weatherization measure.
- Produce a signed and dated Contractor/Client weatherization completion form, indicating that the measures were installed satisfactorily.
- Upload all necessary documentation including, photo documentation, a signed and dated contractor/client weatherization completion form, and billing information to the web based management tool.

WEATHERIZATION COMPLETION FORM
Sherlock Homes Inspection Service Inc.

Address: [Subject]

Date: Click here to enter a date.

The work listed in the final work scope has been completed by the weatherization program.

Yes No

CLIENT APPROVAL

Signature of Client: _____

Print Name: _____ Telephone: _____

I have been made aware that the home is:

Above the Minimum ventilation rate and additional air sealing opportunities should be considered.

Initial _____

Within 70 % of the minimum ventilation rate and fresh air ventilation should be considered.

Initial _____

Below 70% of the minimum ventilation rate and continuous ventilation should be installed.

Initial _____

I understand that installing continuous ventilation is beyond the scope of this weatherization program.

INSPECTOR OR CONTRACTOR

I hereby certify that all weatherization work activities have been completed in a satisfactory manner.

Yes No

Signature of Inspector or Contractor: _____

Print Name: _____

WE VALUE YOUR FEEDBACK: (Check any that apply)

Sherlock Personnel:

Prompt to appointments

Courteous on phone and in person

Provided valued information

Demonstrated pride in workmanship

Other

Weatherization Contractors

Prompt to appointments

Courteous on phone and in person

Provided valued information

Demonstrated pride in workmanship

Other

PLEASE USE THE SPACE BELOW OR ON THE BACK FOR ANY COMMENTS YOU WOULD LIKE TO ADD.

Final audits:

- **Final audits** may be scheduled on weatherization projects when:
 - A significant reduction in house leakage is anticipated.
 - A significant reduction in duct leakage is anticipated.
 - In the managers opinion, the cost or the number of tasks associated with the weatherization warrants review of the project
 - The contractor has not completed at least 100 weatherization's
 - On a minimum of 20% of weatherization contractors projects

The final Inspection shall include:

- Complete the inspection column of Heating System Inspection Form which includes final worst-case depressurization draft test if applicable.
- Perform final blower door & pressure pan tests.
- Visually inspect completed work.
- Specify adjustments as necessary.
- Specify additional work as necessary.
- Review completed work with client.
- Explain future responsibilities of the client.
- Discuss/demonstrate any maintenance procedures that may be necessary (furnace filter, etc.)
- Complete a Weatherization Final Inspection form, signed and dated by the client and auditor.
- Leave appropriate paperwork with client.
- Wrap up client education. Discuss any warranties that may exist.
- Complete the final audit report, documenting:
 - The work that has been completed
 - Final Blower door and pressure pan readings
 - Photo documentation of each work scope item

Final Audit and billing process:

- Upon completion of the final audit or receipt or contractor/client weatherization completion form the information will be reviewed. The review may include but may not be limited to:
 - Review of the final audit to insure all necessary information has been documented.
 - Review of the final pricing sheet and billing from the contractor to insure that billing falls within the parameters of the program.
 - Make available to the appropriate authorities a copy of the final audit report.
- If appropriate documentation is not present, the auditor or contractor will be asked to provide the necessary documentation. The process will not continue until all necessary documentation has been provided.
- Failed final audits, unless otherwise authorized by Sherlock Homes, will require a return trip by the contractor to the project. Upon completion of necessary repairs the contractor must document the following:
 - Photo documentation of each repaired weatherization measure.
 - Produce a signed and dated Contractor/Client weatherization completion form, indicating that the measures were installed/repaired satisfactorily.
 - Upload all necessary documentation including, photo documentation, a signed and dated contractor/client weatherization completion form, and billing information via the web based management tool.
 - Upon satisfactory completion and receipt of documentation the project maybe scheduled for a final audit revisit. If Sherlock Homes determines that a revisit is not required the project may continue through the billing process.
 - If Sherlock Home determines a final audit revisit is necessary, the project will not continue through the billing process until the final audit revisit is completed. Once it is determined that the weatherization has been satisfactorily completed, the project may continue through the billing process.

- If a final audit is not required the following information will be reviewed and documented.
 - Review of the completed work scope items as documented by the contractor. This information may include the following:
 - Contractors' Final work scope indicating the weatherization measures implemented.
 - Contractors' information regarding conditions that limited or prevented weatherization measures.
 - Contractors' Photo documentation of each installed weatherization measure.
 - Contractor/Client weatherization completion form, indicating that the measures were installed satisfactorily.
 - If appropriate documentation is not present, the contractor will be asked to provide the necessary documentation. The process will not continue until all necessary documentation has been provided.
 - Review of the final pricing sheet and billing from the contractor to insure that the billing falls within the parameters of the program.
 - Compile a Final Result report with the appropriate contractor documentation.
 - Make available to the appropriate authorities a copy of the final audit report.

- Final billing information may include but may not be limited to the following.
 - Transmittal invoice
 - Measure's invoice
 - Contractor's invoice
 - PDF of the final audit

- The necessary billing information will be transmitted to the appropriate authority.

Weatherization Contractor Agreement

This Agreement is made and entered into between **Big Rivers Electric Corporation** (hereinafter called **Big Rivers**) **Sherlock Homes Inspection Service, Inc.** (hereinafter called **Contractor**) in consideration of mutual promises and agreements as follows:

1. Contractor agrees to perform residential weatherization services (hereinafter called the **Work**) as agreed and authorized by Big Rivers as detailed within the program guidelines. Big Rivers agrees to furnish prospective service locations of REMC members within its territory to receive said weatherization services. Contractor agrees to furnish all materials, tools, labor, transportation and other required resources.
2. Contractor agrees to diligently pursue the Work and to complete it no later than December 31, 2013. Contractor will document its contacts with homeowners along with the progress of the Work and make such information available to Big Rivers upon request.
3. Big Rivers agrees to compensate Contractor at rates agreed and detailed within the program guidelines work fully completed within thirty (30) days after Contractor submits required documentation and a detailed invoice.
4. In performing the Work, the Contractor shall represent Big Rivers well by:
 - a. Being clean, well-mannered, and considerate of member's home.
 - b. Answering member's questions as well as possible, and providing them with REMC contact information if necessary.
 - c. Performing the Work in neat and professional manner.
 - d. Cleaning up as needed to leave the member's home in good condition.
5. The contractor shall, during the term of this agreement, maintain general liability insurance in the amount of not less than one million dollars, workman's compensation and other similar insurance, and shall furnish a certificate of insurance within ten (10) days of the date of the execution of this agreement. During the term of this contract, REMC reserves the right to request continuing proof that general liability, and workman's compensation insurance is being carried by the contractor in current status. Contractor shall carry the REMC as additional named insured on insurance. This shall be indicated on the certificate of insurance.
6. The Contractor assumes all risk of injury that it or its agents, servants, employees or subcontractors may sustain and covenants to indemnify and hold harmless the Big Rivers and its member cooperatives against any and all liability for damages from such to Contractor's agents, servants or employees.
7. The Contractor shall defend any and all such suits brought against Big Rivers and its member cooperatives by any employee of the Contractor for damages alleged or claimed to have been caused by or through the work performed by the Contractor under this Agreement; indemnify and hold harmless Big Rivers and its member cooperatives from and against any and all claim or claims arising out of the work performed by the Contractor; also to pay, liquidate and discharge any and all claims or demands for injury, loss or damage to any and all persons or property caused by, growing out of, or incidental to the work performed by the Contractor under this agreement, including all cost of suit and reasonable attorney fees; and in the event of any accident or claim, the Contractor shall give immediate notice to Big Rivers.
8. The Contractor agrees to make a timely effort to resolve all complaints or claims and to complete repair of any damage to public or private property to the satisfaction of the property owner. Unless agreed to by Big Rivers, contractors shall address with complainants within two (2) workdays of being notified of a complaint and shall complete any actions necessary to obtain resolution within five (5) workdays. Unless complaints are addressed within this time frame, or unless Big Rivers agrees to a longer period (such as for weather delays or where damage is

extensive and repairs may reasonably be expected to require a longer time), Big Rivers reserves the right to resolve the matter with the complainant and charge the contractor for all time and other costs. Invoices outstanding or received after a complaint may, Big Rivers option, be held for a payment until at least a solution to the claim is agreed to and the contractor or insurance carrier has accepted financial responsibility. Big Rivers reserves the right to deduct the cost incurred for resolution of any claims from any outstanding or future invoice.

9. Each and all of the covenants and agreements contained in this Agreement shall extend to and be binding upon the successors and assigns of the parties thereto. Written approval by Big Rivers is required before any assignment of performance obligations is awarded by the Contractor.

This Agreement may be terminated by either party upon granting thirty (90) days written notice.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed and made effective as of the date this agreement is signed.

Big Rivers Electric Corporation

Sherlock Homes Inspection Service, Inc.

By _____

By _____

Date _____

Date 4/29/13

Printed Name _____

Printed Name Daniel J Killion

Title _____

Title President

Contact person _____

Contact person Dan Killion

Phone _____

Contact phone (W) 812-339-5962 ext 202

(C) 812-327-7616