



## PARTICIPATION REQUISITES

Ameren Illinois Energy Efficiency Program financial incentives are available within the Home Efficiency Initiative for home performance work (also known as building envelope work, including air sealing and insulation) to contractors that meet the below Initiative requisites.

### Contractor – Program Ally Requisites

- Must have completed all requirements to become a registered Residential Program Ally in good standing with the Program; for information visit: [AmerenIllinoisSavings.com/Ally](http://AmerenIllinoisSavings.com/Ally).
- Must have a full-time employee (hourly or salary, W-2) or business principal that is a current BPI (Building Performance Institute, Inc.) Certified Professional holding the Building Analyst and Envelope Professional designations, at the minimum; this requirement is necessary for your company to install incentivized measures and submit any documentation related to project tests.
- As an advocate of the Program, your company must present all communications regarding the Ameren Illinois Energy Efficiency Programs in a clear, accurate and positive fashion.
- When managing a project that utilizes (or will utilize) Program financial incentives you must ensure proper communication of the project's disposition with the customer.
- Program staff requests for paperwork or corrections to paperwork must be acted upon promptly.
- Must stay current on Program guidelines and changes that may happen mid-Program Year.
- Expected to be aware and knowledgeable of state and local codes and follow any licensing and permitting requirements of those jurisdictions.
- Must participate in an orientation for the Home Efficiency Initiative presented by Program staff.

### Customer Project Fundamental Requisites

- Customer must have heating fuel supplied by Ameren Illinois to a permanent heating appliance.
- Customer's home must be on a permanent foundation.
- Site conditions may exist that disqualify a measure or measures from being incentivized, see the Available Residential Measures guide, Building Envelope Field Guide and the Energy Audit Inspection Disclaimers form for full details.

### Home Performance Project Requirements

- Should have an Energy Audit completed as per BPI-1200 Standards to ensure adherence to the House as a System approach.
- The Program provides energy savings on a project through the use of incentive measures (see below).
- Require a pre-approval reservation request of incentive funding and approval of final incentive payment requests by use of current Program forms completed by the Program Ally and signed by the customer.

- All testing (health and safety, infiltration or otherwise) results to be provided to the Program using current Program forms.
- Program approved project reservations are valid for work commencement, completion and incentive payment request within forty-five (45) days from approval; subject to reservation forfeiture after.

## Incentivized Measure Requisites

- The Program will only provide funding for incentivized measures that meet the requirements detailed in the Available Residential Measures guide for the current Program Year.
- The incentive funding rate for each measure is listed on the current Reservation Request documentation.
- Installation of measures must meet the requirements laid out in the Available Residential Measures guide, Building Envelope Field guide and local code (whichever is more stringent). If local code is in conflict with the Program guidance, please consult your Program point of contact (Field Energy Specialist) prior to proceeding with the work.
- Measure must be installed in a manner that does not compromise the safety of your employees, the customer or their home or Program staff.
- Any measure that is revealed to not meet Program requirements for safety or savings will require a prompt resolution from the Program Ally once they have been notified.

## Documentation Requirements

- All documents required to participate are located at **AmerenIllinoisSavings.com** in the *Existing Program Allies Portal*. Consult your Program point of contact (Field Energy Specialist) if you have any questions.
- All required documentation is expected to be fully legible and understandable (i.e. Invoicing).
- Please have all applicable signatures entered on documentation that are required. A copy of the Program Ally invoice for the project must also be signed by the customer.
- All email communications with the Program must have a file size (including attachment) less than 20 MB and cannot contain compressed folders (.zip). Consult your Program point of contact if difficulties arise.

## Quality

- All projects are subject to site pre-inspection, in-progress inspection and/or post-work inspection depending upon the needs of the Program.
- During any project site visit from Program staff that identifies an immediate health and safety concern related to work performed, the Program Ally is expected to promptly respond and correct, keeping up to date communication until safety is restored.

**Any deviation from the above guidelines without written authorization from Program staff could result in ineligibility of the project to receive incentive funds or other disciplinary response.**