

Insulation & Air Sealing Rebate – Information for Participating Contractors

What is a PGW EnergySense Participating Contractor?

PGW is partnering with local insulation and air sealing installation companies to assist residential customers interested in making energy-saving upgrades to their homes. PGW will offer a cash rebate to customers who install roof insulation and air sealing in their homes. Participating Contractors are approved by PGW to offer “instant rebates” to customers – PGW will then reimburse those verified costs by paying out the rebates directly to the Participating Contractor. Participating Contractors will be listed on the program website (www.PGWEnergySense.com) so customers can connect with them easily.

What is the Roof Insulation and Air Sealing Rebate?

PGW’s residential customers who use natural gas for their primary space heating are eligible to receive a cash rebate for installing roof/attic insulation and air sealing. The rebates are determined by 1) the square footage of the installation area, 2) the finished R-value of the insulation, and 3) whether air sealing was performed. Low-income customers are eligible for a higher tier of rebates. Additional customer eligibility requirements can be found on the program [website](#).

Finished R-Value	Standard Rebate*	Low Income Rebate**
≥ R-49	\$0.65 per sq. ft.	\$0.95 per sq. ft.
≥ R-38	\$0.35 per sq. ft.	\$0.50 per sq. ft.
<p>*Customers who opt out of air sealing will receive a deduction of \$0.05 per square foot from the total rebate.</p> <p>**The low-income customer rebate tier is for customers who have received bill assistance from PGW within the past year. PGW will help Participating Contractors determine customer eligibility for this tier.</p>		

Benefits for Contractors:

- **Expand your visibility.** Participating Contractors have their company information listed on the program website so customers can contact them.
- **Lead generation and marketing support.** PGW will advertise the rebate directly to PGW customers, with no marketing costs incurred by the Participating Contractor.
- **Better prices for customers.** Only Participating Contractors will be able to offer “instant rebates” to customers. Participating Contractors then apply for the rebates on behalf of the customers, so the Contractor’s total revenue will not change.
- **No-contract arrangement.** PGW will not enter into professional service agreements with Participating Contractors. As such, there is no predetermined pricing. Rather, the negotiation on pricing and scope is between the Participating Contractor and the customer. However, PGW expects Participating Contractors to offer fair market value for their services.
- **No fees.** There is no cost or fee required to become a Participating Contractor.
- **Co-branding opportunities.** Participating Contractors may request co-branded program collateral (handouts, brochures, etc.) and may include the PGW EnergySense logo in their own advertising upon PGW review and approval.

Contractor Requirements:

All new Participating Contractors will be required to attend an onboarding call with PGW staff.

Building Performance Institute (BPI) Certification:

For customers to receive the PGW EnergySense Insulation & Air Sealing rebate, the Participating Contractor performing the work must have an employee on the project team that has an active [Building Performance Institute \(BPI\)](#) certification. PGW will accept any of the following BPI certifications: Building Analyst (BA), Building Analyst Professional (BA-P), Building Analyst Technician (BA-T), Envelope Professional (EP), Air Leakage Control Installer, GoldStar Contractor, or any “Advanced” BPI certification. Contractors must submit active BPI certificates to PGW.

Applying For Rebates:

1. Participating Contractors can apply for rebates by emailing energysense@pgworks.com and including the information listed below. Participating Contractors can apply for individual rebates as they complete projects or they can submit multiple applications in a single batch (i.e., one batch per month).
2. For each customer rebate, Participating Contractor must provide:
 - Customer name and address
 - Recent copy of customer’s PGW bill
 - Copy of customer invoice(s), which must include:
 - Installation date(s)
 - Proof of customer payment (i.e., “paid” copy of invoice)
 - Clear breakdown of total project costs, PGW’s rebate, and total payable amount for customer. (It must be obvious to customers what portion PGW is funding via the rebate.)
 - Square footage and finished R-value of insulation area
 - Air sealing pricing broken out separately from other line items
 - Indication on accessibility of installation area (i.e., “attic hatch”, “staircase”, “no access”)
 - Pre- and post-installation photos, including insulation depth markers
 - Pre- and post-installation blower door test results (if applicable)
3. Participating Contractor will receive a check in 4-6 weeks from PGW’s EnergySense program implementer.

Consumer Warranty:

The Participating Contractor shall warranty the installation of work performed for no less than one year following the date of installation.

Insurance:

During the term of the Participating Contractor's participation in the program, the Participating Contractor shall maintain insurance coverage that satisfies the minimum insurance requirements set forth below. The insurance coverage requirements must be secured before commencing the first project.

- Workers’ Compensation Insurance for Contractor’s employees to the extent of statutory limits.
- Commercial General Liability is required with limits of not less than \$1,000,000 Bodily Injury and Property Damage Each Occurrence; \$2,000,000 General Aggregate; \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 Personal/Advertising Injury. Business Automobile Liability coverage is required with limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage.
- Excess/ Umbrella Liability Insurance is required with limits of not less than \$2,000,000 in any one claim or occurrence.

Frequently Asked Questions:

❖ Is a particular insulation material required?

No. Any standard insulation material may be used that achieves the required R-value. However, based on the number of customers who live in rowhomes, PGW expects blown-in cellulose to be the most common material.

❖ Is blower door testing and/or combustion safety testing required?

Participating Contractors are required to follow protocols detailed in BPI's Technical Standards for the Envelope Professional. If the Participating Contractor performs blower door testing, pre- and post-installation results should be included with rebate application (i.e., whole-house CFM50 reduction @ -50 pascals).

❖ Do Participating Contractors set their own pricing?

Yes. The cost and scope of each project is negotiated between the Participating Contractor and the customer. PGW sets the rebate amounts only. Participating Contractors should negotiate jobs costs with customers as they would if they were having the work done without the rebate. In other words, Participating Contractors should offer the fair market value for their services.

❖ Are Participating Contractors required to offer instant discounts to customers?

Yes.

❖ Are customers required to use Participating Contractors?

No. Customers may use a contractor that is not a Participating Contractor, however, customers must use a contractor that has BPI certifications (as noted above) to be eligible.

❖ Will PGW inspect the projects?

PGW has regulatory requirements to inspect a portion of completed jobs. PGW uses a third-party inspection and verification contractor for its inspections. PGW expects any work quality deficiencies identified during inspections to be remedied by the Participating Contractor within the one-year warranty period.

❖ Can PGW cancel my status as a Participating Contractor?

Yes. Participating Contractor status may be terminated without penalty by the Participating Contractor or PGW for any reason and at any time.

❖ How are customers verified for eligibility?

Participating Contractors may contact PGW staff to confirm customer eligibility prior to scheduling appointments. For customers who may be eligible for the Low Income rebate tier, the Participating Contractor must submit a release form signed by the customer that gives PGW permission to share information. Additional customer eligibility requirements can be found on the program website.

❖ Are new construction and gut rehab projects eligible?

No. Any project that triggers code compliance is already required to install suitable levels of insulation. This rebate is intended for retrofits only.