

Consumers Energy HPwES Program Paperwork Submission Process Reference Guide

1. Perform Home Performance Survey (optional service)

- Contractor schedules and performs the Home Performance Survey
- Complete form and prioritize visual findings for the customer using the HPS Summary Report Form
- Install the Energy-Efficiency kit items
- If the customer stops there and does not move forward with a comprehensive home assessment the contractor submits the HPS Summary Report by online form submission, fax (855-254-5880) or e-mail to CEHPTradeally@icfi.com

2. Perform Comprehensive Home Energy Assessment (Test In)

3. Complete Beacon Home Energy Advisor Test-In file

<https://beacon.consumers.icfi.com>

- If the customer stops there and does not move forward with any energy efficiency improvements the contractor submits the Scenario ID by online form submission, fax (855-254-5880) or e-mail to CEHPTradeally@icfi.com
- If the contractor did not perform a Home Performance Survey and still wants to claim a \$50 dollar reimbursement, install the energy-efficiency kit items and fill out the 2 page Efficiency Kit Installation Form. This form can only be used if a full comprehensive home assessment has already been performed.

4. Complete HPwES Homeowner Agreement and submit to the program

5. Install Energy-Efficiency Measures

6. Perform Home Energy Assessment (Test-Out)

<https://beacon.consumers.icfi.com>

- CAZ & Combustion Safety Testing
- To minimize burden on Homeowner, call ICF to schedule QA/QC if it is one of the contractors first five jobs

7. Update Beacon Home Energy Advisor Test-Out file

8. Complete Rebate Application

- Make sure all of the pre and post R-values and square or linear feet of insulation installed is listed.
- If HVAC or water heating equipment is installed provide the model and serial number or an AHRI certificate for the installed equipment.
- If windows were installed provide the square feet, the U-value, and SHGC of the windows.
- Provide the Beacon test in and out scenario i.d's in the space provided on the Rebate Application under section I. Customer Information or on the space provided on the online application
- If a Furnace or Air Conditioning tune-up is performed for the customers HPWES job the Furnace or A/C Tune-up report is required to be filled out. A participating Consumers Energy HVAC contractor must be used for the tune-up

9. ICF International performs jobsite QA/QC

- If it is one of the contractors first five jobs, or a 5% random selection thereafter.

10. Customer's Rebate is processed

- Allow 6 to 8 Weeks for customers and contractors to receive their check.

All Consumers Energy Home Performance with ENERGY STAR Program paperwork and the online submission portals can be found at:

<https://www.consumersenergytradeally.com/hpwes>

The contractor will upload all supporting documentation into the online application system. If the rebate is being submitted by email the contractor will scan and upload all supporting documentation to cehptradeally@icfi.com

If the rebate is being submitted by fax send all supporting documentation to 855-254-5880.