

How to Become a Qualified Contractor for the Indiana Energy Saver Program

Indiana Energy Saver Program Contractor Requirements

Contractors interested in providing energy efficiency services to households through the [Indiana Energy Saver Program \(IESP\)](#), must be approved to participate in the qualified contractor network. Interested contractors must review the Qualified Contractor Network Terms and Conditions and the Contractor Code of Conduct (“Program Documents”) and the current Contractor Participation Manual on the [IESP Website](#) to ensure they meet the requirements prior to applying.

As part of the Indiana Energy Saver Program, qualified contractors will install a variety of energy efficiency appliances and materials, including ENERGY STAR-certified appliances, heat pump HVAC systems and water heaters, electrical and plumbing upgrades, lighting, insulation, air sealing, and other residential building improvements.

Businesses or individuals applying to participate in the Qualified Contractor Network are expected to demonstrate the necessary experience and knowledge to deliver high-quality service and installations. Contractors with the specific licenses and certifications to support this work will have the opportunity to document their experience and credentials in the Qualified Contractor Application.



Required Application Materials

Contractors interested in joining the network must visit the program website to review the Program Documents and complete the Qualified Contractor Application.

As part of the application, applicants will be asked to provide the relevant information listed below. Throughout the program, contractors must submit updates if there are changes to the information previously provided.

1. Completed Qualified Contractor Application

The Applicant must read the IESP Program Documents and the most recent Contractor Participation Manual. By completing and submitting the Qualified Contractor Application, the Applicant agrees with the IESP Program Documents. The Qualified Contractor Application must be signed by the individual with the authority to enter into an Agreement on behalf of the company.

2. Project Experience

The Applicant must provide documentation of three (3) recently completed projects per service that demonstrate competency and an ability to perform the work as an IESP Qualified Contractor. For example, if a contractor is looking to perform the installation of heat pumps through the Program, they must document how many installations of heat pumps they have performed, the type of equipment installed, and reference the standards/procedures used during a typical installation.

3. Business Documentation

The Applicant should provide a copy of any applicable documentation or certifications regarding "Doing Business As" (D/B/A) name and/or their current XBE designation or status (as defined by Indiana's [Division of Supplier Diversity](#)).

4. Details of company and staff experience in the energy efficiency sector, including documentation of relevant prior experience, professional certifications, training certificates, and awards.

The Applicant must provide a roster of certified employees (including certifications and expiration dates) who are anticipated to perform work as part of the Indiana Energy Saver Program. The contractor must provide sufficient information for Program Staff to assess qualifications.

- Required Certifications are listed in the Contractor Participation Manual. Certifications and Licenses may include, but are not limited to, the following:
 - State/County/Local Jurisdictional Licenses and/or Certifications
 - Master Plumber/Electrician License(s)
 - U.S. Department of Energy's Energy Skilled Recognized Programs for Heat Pump Installation
 - Building Performance Institute (BPI)
 - Indiana Skills Verification (ISV)
 - Spray Polyurethane Foam Alliance (SPFA)
 - North American Technician Excellence (NATE)
 - National Oil heat Research Alliance (NORA)
 - Manufacturers' Installation Certifications
- Additional certifications will be accepted for review. Equivalent credentials not listed in the Contractor Participation Manual may be submitted to the Program for evaluation. Approval will be granted on a case-by-case basis.
- Contractors must include any certification expiration dates. The Program may request additional information as necessary for determining an applicant's eligibility to participate in the qualified contractor network.

5. Certificate(s) of Insurance (General Liability, Worker's Compensation, Automobile, Errors and Omissions)

Upon satisfactory review of the initial application, applicants will be required to provide a copy of their current insurance certificate (general liability, workers compensation, automobile, and errors and omissions if applicable) as required by the IESP Program Documents.

Application Process

1. Review of the Program Documents.

Contractors shall review the Program Documents made available on the [IESP Website](#) to determine their interest in program participation. Contractors are encouraged to compile all necessary documentation required to apply before beginning the application process.

If contractors have any questions related to the program, or need additional assistance, please fill out the ["Contact Us" form](#) to reach Program Staff directly.

2. Submission of the Qualified Contractor Application.

Contractors are encouraged to fill out their Qualified Contractor Application using the IESP Website and [Qualified Contractor Application form](#); however, applications submitted via email or mail will be accepted for review. Please see the application form for submission instructions.

3. Program review of Application and required supporting documents.

After submitting the initial application, applicants will receive a notice of receipt via email, and Program Staff will begin their review of the application and supporting documentation to confirm that all necessary documentation was included in the submission. If additional information or clarification is needed, program staff will follow up via email or phone to request additional documentation or clarifications.

Program Staff will review all documentation and determine if the applicant is in good standing by checking the DOE "Do Not Pay" List, the Federal Government SAM website, <https://sam.gov/content/home>, and the Indiana Secretary of State Business Entity Search thru <https://bsd.sos.in.gov/publicbusinesssearch>. If a firm is not registered, Program Staff will contact the applicant to request completion of the appropriate registrations.

4. Acceptance of Initial Qualified Contractor Application

Upon satisfactory review and acceptance of all required documents, applicants will be contacted by program staff to provide a copy of their current insurance certificate (general liability, workers compensation, automobile, and errors and omissions if applicable) as required by the IESP Program Documents.

5. Approval for Program Participation.

Upon receipt of all necessary insurance certificates, program staff will issue approval of the application. The approved contractor will maintain a 'Provisional' status until the completion of five (5) projects to allow time to assess the work of the contractor, gauge customer service skills, and timeliness of work among other factors. For additional information on Qualified Contractor statuses and evaluation, please refer to the Contractor Participation Manual.

Contractors will be issued an IESP Qualified Contractor Certificate to verify enrollment in the Indiana Energy Saver Program Qualified Contractor Network. IESP Qualified Contractor Badges will be generated for the approved employee roster and mailed directly to the address on file. Contractors will be required to possess and present the IESP Qualified Contractor Badge while conducting work on the program.

6. Performing work as part of the Indiana Energy Saver Program Qualified Contractor Network

Upon approval for network participation, Qualified Contractors will receive assignments from the Program based on available capacity to perform the work.

Program staff must conduct independent, on-site post-installation inspections of the work completed by contractors as part of the federal program requirements.

- Note: The Qualified Contractor may be notified and invited to join the inspection (unless otherwise indicated by the customer). A report of the field inspection will be provided, and the Qualified Contractor will be required to address any deficiencies noted.



Contractor Network Application Evaluation Criteria

Program Staff will review and evaluate all submitted documentation from the applicant to determine if a contractor is approved to participate in the IESP Qualified Contractor Network. Program Staff will not determine if the Contractor is eligible to be in the program until all the requested information is received. The decision to include a contractor in the network is at the Program's sole discretion.

Key evaluation criteria include, but are not limited to, the following:

- The applicant's commitment to fair and ethical business practices as demonstrated through references and review of other resources including, but not limited to, the Better Business Bureau and Indiana Department of Labor.
- Confirmation of the applicant's documented three (3) recently completed projects.
- Documented experience with advanced building science education, as demonstrated through proof of professional certifications, training certificates, awards, review of other information provided as part of the application, and any publicly available information.
- Documented prior relevant experience, such as references for completed projects, or participation in an Indiana utility-run program or the Indiana Housing and Community Development Authority's Weatherization Assistance Program.

For additional questions about the Indiana Energy Saver Program or how to join the Qualified Contractor Network, please fill out the ["Contact Us" form](#) to engage with Program Staff directly.

Additional Program information and announcements can be found at [Home - IESP](#).