



# How to Become a Qualified Installation Contractor for the: AEP Ohio High Efficiency for Low-income Program (HELP)

## HELP Program Qualified Installation Contractor Requirements

Contractors seeking to provide energy efficiency services through the AEP Ohio High Efficiency for Low-income Program ("HELP") (collectively "Program"), must be approved to join the qualified contractor network. Before applying, contractors should review the AEP Ohio HELP Program Manual ("[Program Manual](#)") and Qualified Installation Contractor Service Agreement ("Service Agreement") to ensure they meet all program requirements.

Through the HELP Program, Qualified Installation Contractors will install a range of Energy Conservation Measures ("ECM") such as upgraded lighting, heating and cooling equipment, water-saving measures, air sealing and weatherization, appliances, and plug loads.

Businesses applying to join the qualified contractor network must demonstrate the required expertise and experience to provide high-quality service and installations. Contractors with relevant licenses and certifications can document their qualifications in the Service Agreement.

## Required Application Materials

Contractors interested in joining the network must review the [Program Manual](#) and submit the required documents outlined below. Approved contractors are required to submit updates throughout the program if there are changes to the information previously provided.

### 1. Completed Qualified Installation Contractor Service Agreement

The Applicant must review and sign the Service Agreement, agreeing to the HELP Program's participation requirements and guidelines. The Service Agreement must be signed by an authorized representative of the company.

### 2. Completed Qualified Installation Contractor Background Investigation Certification and Key Personnel List

The Applicant must complete and submit the Background Investigation Certification and Key Personnel List, detailing compliance with background investigation requirements, employee and subcontractor screenings, and adherence to federal and state laws, as specified in the Program Manual.

### 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 VFBE, WBE, EDGE or MBE designation or status (as defined by Ohio's Office of Business Certifications).

### 4. 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 detailed in the Service Agreement.

# Application Process

## 1. Review Program Documents.

- Contractors shall review the [Program Manual](#) and Service Agreement 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 contact a program representative directly at [aepohiohelp@resource-innovations.com](mailto:aepohiohelp@resource-innovations.com).

## 2. Submit Program Documents.

- Fill out the Service Agreement and Background Investigation Certification and Key Personnel List and submit via email to [aepohiohelp@resource-innovations.com](mailto:aepohiohelp@resource-innovations.com).

## 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 representative 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 representative will follow up via email or phone to request additional documentation or clarifications.
- A program representative will review all documentation and determine if the applicant is in good standing by checking the federal "Do Not Pay" list, the Federal Government SAM website, <https://sam.gov/content/home>, and the Ohio Secretary of State Business Entity Search thru <http://businesssearch.sos.state.oh.us>. If a firm is not registered, a HELP program representative will contact the applicant to request completion of the appropriate registrations.

## 4. Acceptance of Initial Qualified Installation Contractor Application

- Upon satisfactory review and acceptance of all required documents, applicants will be contacted by program representative to provide a copy of their current insurance certificate (general liability, workers compensation, automobile, and errors and omissions if applicable) as required by the Service Agreement.
- A W9 and a completed ACH Form are required from applicants to process rebate payments.

## 5. Approval for Program Participation.

- Upon receipt of all necessary insurance certificates, program representative will issue approval of the application.

## 6. In-Field Training

- Upon approval for program participation, Qualified Installation Contractors will be required to complete in field training. Program Outreach and Training staff will accompany Qualified Installation Contractors to the first three customer assessments to assist with program representation, data gathering, and assessment scope.
- Once completed, Qualified Installation Contractors will receive assignments from the HELP Program based on available capacity to perform the work.