



# Safe Installation of Energy-Efficient Propane Appliances Program *2010 Rules and Definitions*

The purpose of this program is to establish, for purchasers of eligible new propane appliances, a consumer education, and reimbursement program for the safe installation of new propane water heaters, direct vent or B-vented fireplaces and furnace/boilers. The following sections outline the eligibility requirements for equipment, consumer applicants; application requirements; administrative procedures and other program terms.

## Definitions

- (1) **Applicant**-- A consumer, licensed builder, or sales agent for a licensed manufactured home dealer who has submitted a complete and timely application.
- (2) **Application**-- The set of forms prescribed by the IPGA for the purpose of applying for and/or assigning a reimbursement and participating in the program as a propane dealer, including all required supporting documentation. This supporting documentation must include copies of receipts/invoices for the new propane appliances showing both the purchase cost and that the appliance was purchased no more than six (6) months prior to the leak check inspection date, and a dated and signed copy of the leak check inspection performed by the designated propane marketer.
- (3) **Available funds**—Money made available through funding provided by the Illinois Propane Education and Research Council. This program will only be offered as long as funds are available; the IPGA reserves the right to suspend the program at any time when it determines these available funds are exhausted.
- (4) **IPGA**-- The Illinois Propane Gas Association. Also, the administrator of the program.
- (5) **Consumer**--A Person who is the legal owner of eligible equipment in an eligible installation.
- (6) **Delivery Date**-- The date of postmark of a mailed application or the date that a hand-delivered application is stamped in at the IPGA office in Springfield, IL.
- (7) **Eligible Equipment**--A new propane water heater, direct vent or b-vented fireplace or furnace/boiler (must be a ducted unit) approved by the IPGA that achieves energy conservation and efficiency or improves air quality in the State and was purchased no more than six (6) months prior to leak check inspection date.
- (8) **Eligible Installation**--The initial installation of eligible new equipment that takes place on residential property owned by the applicant or in a newly manufactured home that is set in a permanent location. The installation must occur within the normal residential living space; garages, sheds, barns, shops, or other attached or unattached buildings are **not** considered eligible installation locations. The installation must utilize propane gas provided by an authorized Illinois propane marketer. The new appliance purchase date must occur no more than six (6) months prior to the leak check inspection date and the installation must occur no earlier than the start date of this program and no later than the termination date of the program.
- (9) **Person**-- An individual, sole proprietorship, partnership, corporation or other legal entity.
- (10) **Propane** – Liquefied Petroleum Gas (LPG).
- (11) **Propane Dealer** – A person who:
  - (A) operates or manages a retail business in Illinois, including any branch outlet or outlets, that deliver odorized propane, in bulk to consumers;
  - (B) has completed and submitted the form prescribed by the IPGA for dealer participation in the program;
  - (C) is a regular supplier or a potential regular supplier of propane to an applicant.
- (12) **Leak check inspection**—An on-site documented leak check inspection must be completed, which includes the name and signature of the person making the installation and completing the leak check inspection. Leak check documentation **MUST** have the customers' signature. A copy of this leak check inspection documentation **must** be included with all applications to this program.
- (13) **Manufactured Home dealer**—A person who:
  - (A) Operated or manages a retail business, including any branch outlet or outlets, that is licensed by the state of Illinois to sell manufactured homes approved by all applicable state and federal laws; and
  - (B) Has completed and submitted the form prescribed by the IPGA for dealer participation in the program.
- (14) **Manufactured Home Sales Agent**—a person engaged in the sale of newly constructed manufactured homes from a licensed Illinois manufactured home dealer.

## Duration

The IPGA may terminate this program at any time. The program may be put on hold or discontinued when funds are not available.

## Eligibility

1. An eligible installation is one that utilizes propane provided exclusively by an authorized Illinois Propane dealer. Only the dealer providing said propane may participate in the application process.
2. To be eligible for the program, an applicant must document, using forms prescribed by the IPGA, that
  - (a) An eligible installation has been performed;
  - (b) The installation replaced an existing electric, propane, or fuel oil water heater fireplace or furnace/boiler; or occurred in new construction or new manufactured home;
  - (c) The installation utilizes propane gas provided by an authorized Illinois propane dealer
  - (d) A leak check inspection of eligible installation has been performed.
3. Installations performed on motor vehicles, travel trailers, mobile homes, manufactured homes or other buildings that are not permanently installed for residential use, are not eligible under this program.
4. There may be no more than one application submitted for each eligible installation.
5. An Applicant may apply for a maximum of **\$500.00** per installation address.

## Application

- (a) Forms. Applications shall be made by consumer, builder, or sales agent for a licensed Illinois manufactured home dealer on forms prescribed for that purpose by the IPGA.
- (b) Payment. The IPGA may approve payment to an applicant subject to the availability of funds. Applicants have no legal right or other entitlement to receive payment under this program, and receipt of a complete and correct application does not bind the IPGA to approve payment to any applicant. The IPGA has a minimum of 90 days to process eligible payments.

- (c) Priority. Applications shall be considered on a first-come, first-served basis according to the receipt dates of complete and correct applications.
- (d) Acceptance. Applications will be accepted no earlier than January 1, 2010 and no later than the date of termination of the program. An application must be received at the IPGA no later than 60 days following the date of the eligible initial installation inspection to be eligible for the program. Applications may be mailed or hand-delivered to the Illinois Propane Gas Association, 5240 South 6<sup>th</sup> Street Road, Springfield, Illinois 62703-5128. Applications may not be submitted electronically or by facsimile transmission (FAX).
- (e) Installation date. Applications must pertain to eligible installations made no earlier than the effective date of this program and no later than the program termination date.
- (f) Completeness. Applicants must complete all information required on the official application. Applicants must also furnish a sales receipt for the new propane appliance, showing the cost and purchase date of the new appliance. The applicant must also submit a copy of the original leak check inspection performed by an authorized propane marketer. No application may be considered complete until all required information is correct and all forms and required supporting documentation are received by the IPGA.
- (g) Incomplete applications. Applicants have 30 days from the date the IPGA send notice to correct any error or omissions on the application. If a complete, correct application is not received by the IPGA within 30 days after notice has been sent, the application shall be null and void. The application will not be kept on file.
- (h) Denials. The IPGA reserves the right to deny any application that fails to fulfill the criteria set forth in the rules. A formal appeal of a denial may be filed, in writing, to the IPGA Consumer Awareness Committee at 5240 South 6<sup>th</sup> Street Road, Springfield IL 62703.

**Conditions of Receipt of Reimbursement**

The application forms prescribed by the IPGA shall include conditions that the applicant agrees:

- (1) to practice environmentally-sound operating principles;
- (2) not to modify the equipment for a period of five years from the date of installation in any way that would materially impair the equipment's performance with respect to energy conservation, energy efficiency or air quality;
- (3) not to remove the equipment from this state;
- (4) not to remove eligible equipment permanently from service for a period of five years from the date of installation; and
- (5) Allow IPGA inspection of the installation or to respond accurately to an IPGA verification survey or questionnaire, or both.

**Selection of Equipment and Installer**

Selection of eligible equipment and or installer is solely the responsibility of the consumer or builder. The IPGA will not recommend equipment, dealers, or installers.

**Reimbursement Amount, Minimum Efficiency Standard or Performance Standard**

- (a) The IPGA shall establish the reimbursement amount and may establish a minimum energy efficiency factor or other performance standard, as applicable, for an eligible installation. The IPGA may change this amount or performance standard at any time. If the IPGA changes the amount or performance standard, an applicant whose application is approved will receive the amount that is in effect for the eligible installation at the time of approval of the application.
- (b) In setting the amount or the performance standard, the IPGA may consider any or all of the following:
  - (1) Availability of funds;
  - (2) The effectiveness of the program in increasing propane use;
  - (3) Dealer participation;
  - (4) Consumer acceptance;
  - (5) Administrative cost; and
  - (6) Energy-conservation, energy-efficiency, or air-quality benefits.

**Verification; Safety; Disallowance; Refund**

- (a) Upon reasonable notice and at any reasonable time, an inspector, employee, or agent of the IPGA may enter the premises where an eligible installation has taken place, to verify compliance with the requirements of the program and/or IPGA LP-gas safety rules. The IPGA may perform such inspection prior to approving payment.
- (b) Either in addition to or instead of verifying compliance by inspection of premises where an eligible installation has taken place, the IPGA may verify compliance by surveys or questionnaires conducted by telephone, mail, or electronic media. The IPGA may direct the surveys or questionnaires for any particular eligible installation to the propane dealer, the consumer, or both.
- (c) No payment will be made for any installation found to be out of compliance. If an installation found to be out of compliance is not brought into compliance within 30 days, the payment will be disallowed.
- (d) If an installation is found not to be in compliance after payment, the consumer shall have 30 days to bring the installation into compliance. If the installation is not brought into compliance at the end of 30 days, the consumer shall refund the full amount of the payment to the IPGA.

**Assignments**

Reimbursements cannot be assigned. Reimbursements can only be made to the applicant.

**Compliance**

- (a) An applicant or propane dealer may be suspended from or declared ineligible to participate in the program if, in the judgment of the division director, the applicant or dealer has submitted false information or otherwise violated program rules.
- (b) Within 30 days after the IPGA mails a notice of suspension or ineligibility to an applicant or propane dealer, the applicant or propane dealer may appeal the suspension or declaration of ineligibility in writing to the IPGA. Actions taken by the IPGA with respect to such appeals are final.

**Complaints**

- (a) Any person may file a complaint about an applicant, a propane dealer, or another person regarding alleged violations of the program rules. Complaints should be sent in writing to the Illinois Propane Gas Association, 5240 South 6<sup>th</sup> Street Road, Springfield, IL 62703-5128.
- (b) Complaints that an installation does not comply with the IPGA's LP-gas safety rules should be sent in writing to the IPGA at the same address.

**Penalties**

Violations of the IPGA Safe Installation of Energy-Efficient Propane Appliances Program rules are subject to civil and criminal prosecution and penalties prescribed under Illinois State law.