

# Home Repairs and Upgrades Initiative Approved

## Vendor Application Process

April 2024

This document outlines the project review process for Home Repairs and Upgrades Initiative projects in PY6. **When a prospective participant is unable to find [external funding](#) for the necessary electrical and/or roof repairs needed to make the home solar-ready, they will work through their Approved Vendor to complete the repairs.**

### Project Eligibility Requirements:

1. Residential Solar (Small) sub-program
2. Owner-occupied
3. Income Eligible

### Part I Process:

### Create Solar Project Profile

**What is your role on the Project? \***

Please select... ▾

**Solar Project Type \***

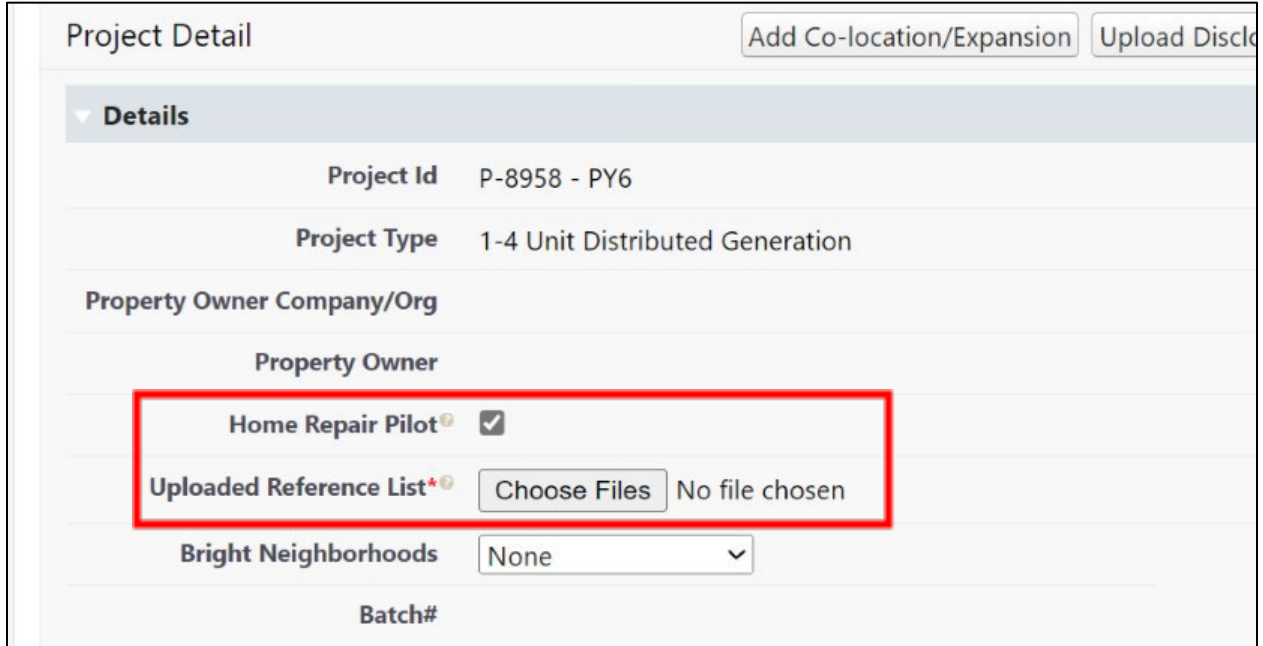
Please select... ▾  
1-4 Distributed Generation  
5+ Distributed Generation  
Community Solar ▾

**Applying for the Home Repair Pilot?**

Yes  
 No

The Home Repairs and Upgrades Pilot is available to Approved Vendors working with owner-occupied income-eligible residents on a 1-4 Distributed Generation project. This pilot provides additional incentives to support identified repairs necessary to complete the solar installation. For more information, check the [Resources for Current Approved Vendors](#), or contact your Vendor Manager.

1. If the Approved Vendor (AV) is seeking additional incentives from the ILSFA Program Administrator to complete necessary home repairs and/or upgrades to make the home solar-ready, they should select “Yes” for the question: “Applying for the Home Repair Pilot?” when creating the solar project in the portal. This initiative is only available for “1-4 Distributed Generation” projects and will only become an option when that solar project type is selected. It is recommended that when the AV creates the project they also have the required [Reference List](#) prepared to upload under the “Project Detail” section.



Project Detail Add Co-location/Expansion Upload Discl

**Details**

**Project Id** P-8958 - PY6

**Project Type** 1-4 Unit Distributed Generation

**Property Owner Company/Org**

**Property Owner**


**Home Repair Pilot**

**Uploaded Reference List**  No file chosen



**Bright Neighborhoods**

**Batch#**

2. Once the AV creates the project, they should upload the completed Reference List under Project Details and add the repairs and upgrades identified as mitigations. Each repair type will be one mitigation. On the mitigation page, The AV should fill out the following sections: “Area Reviewed”, “Mitigation Required”, “Upload Photo”, and then specify what “Type of Issue” or repair type they are seeking to address. They must select from one the HRUP options. This will serve as their application to participate in this pilot.

HOME CREATE PROJECT PROJECT	
Ground Mount-Other Ground Mount-Poor Soils Ground Mount-Protected Natural Resources Ground Mount-Wetlands Health/Safety-Asbestos Health/Safety-Other Health/Safety-Pests Health/Safety-Vermiculite <b>HRUP- Full Roof Replacement</b> HRUP- Grounding Rods HRUP- Meter and Riser Upgrade HRUP- Required Permit Fee(s) HRUP - Service Panel Replacement or Upgrade (includes new main service panel and breakers) HRUP- Sister Rafters HRUP- Solar-related Roof Work HRUP- Water Grounding (100 amps) HRUP- Water Grounding (200 amps) Roofing-Evidence of Leaks Roofing-Other Roofing-Shingle/Tile/Membrane in poor shape	
<b>Information</b>  <b>Part I - Pre-Construction</b>	Mitigation Name  Area Reviewed  Mitigation Required  Upload Photo   Type of Issue --None--
Upload Final Invoice <input type="button" value="Choose"/>	

3. The Approved Vendor Manager (AVM) will verify the repairs and upgrades on the Reference List with the details on each mitigation page.
  - a. If the AVM finds the submission is acceptable, they will provide the AV with a pre-approval email which authorizes the AV to work with a contractor to complete an on-site evaluation and cost estimate for the repairs.
    - i. All contractors and/or electricians working on these projects must [register](#) with the Program Administrator.
    - ii. Additionally, when the AV completes the Site Suitability Report, they should also make a note in the comments of which repairs and upgrades are needed.
  - b. If the AVM finds the submission is incomplete or unacceptable (i.e., repairs not needed, no photos uploaded, repairs outside the scope of what the pilot allows, etc.) they will send an email to notify the AV of the issue(s).
4. Once an AV works with a contractor to complete an onsite evaluation, the AV should upload this cost estimate and input the amount on the Part I mitigations page. The contractor's cost estimate will serve as the amount used for the REC incentive adder for the project.

Information	
Mitigation Name	
<b>Part I - Pre-Construction</b>	
Area Reviewed	--None-- ▾
Mitigation Required	--None-- ▾
Upload Photo 	Choose File No file chosen
Type of Issue	--None--
Upload Contractor estimate 	Choose File No file chosen
Estimated Cost	<input type="text"/>
Part I Approval Status	
Part I Approval Detail	

5. The AVM will review the contractor estimate and will send the AV an approval email if they find the costs acceptable (falling at or below the cost caps for the Home Repairs & Upgrades Pilot, reasonable pricing for the type of repair they are seeking, etc.).
  - a. If the AVM finds the submission is incomplete or unacceptable (costs are above the cost caps for the pilot, etc.), the AVM will send the AV an email letting them know of the issues.
    - i. The AV is ultimately responsible for ensuring that the estimated cost falls at or under the maximum amount allocated for this pilot (\$4,000 for electrical repairs/upgrades and \$10,000 for roof repairs/upgrades).
    - ii. The AV will only receive incentives up to the costs listed on the Reference List and they will be required to work with the contractor to cover any additional costs.
    - iii. AVs may also include a monthly fee on the disclosure form of the project to cover these extra costs as long as the fees follow ILSFA savings requirements.
6. AVs should also include the Scope of Work for the pilot as an exhibit in the Customer Agreement/Contract.
7. If not done already at this point, the AV should submit Part I of the project:
  - a. The AVM will review the whole project (Home Repairs and Solar Installation). If the costs submitted on the contractor's cost estimate fall at or below the maximum allowable costs, the AVM will include the total repair costs as a REC adder on the estimated system REC production for the project to submit to the ICC.

8. The AVM will send the AV an Eligibility Letter including the Home Repair Adder.
9. The AVM will submit the AV's project with the home repairs adder included in the estimated system REC production to the ICC for approval.

## Part II Process:

10. Once the AV receives contract approval from the ICC, the AV should work with the electrician and/or contractor to complete the repairs and/or upgrades.
11. Once the identified repairs are completed, the AV should upload the final invoice from the contractor and input the invoice amount on the Part II mitigations page. They should also submit photos documenting the completed repairs.

**Part II - Post-Construction**

Mitigation Completed

Supporting documentation (receipts, invoices from completed work)  No file chosen

Final Invoice Amount

Upload Final Invoice  No file chosen