

# Home Repairs and Upgrades Initiative Approved Vendor Application Process

SEPTEMBER 2024

This document outlines the project review process for Illinois Solar for All: Home Repairs and Upgrades Initiative projects in the 2024-2025 program year (Program Year 7). **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, the prospective participant will work through their Approved Vendor (AV) to complete the repairs.**

## Project Eligibility Requirements:

1. Illinois Solar for All: Residential Solar (Small) sub-program
2. Owner-occupied
3. Income Eligibility

## Materials for Application:

Approved Vendors should include the following items for their application to the Home Repairs and Upgrades Initiative:

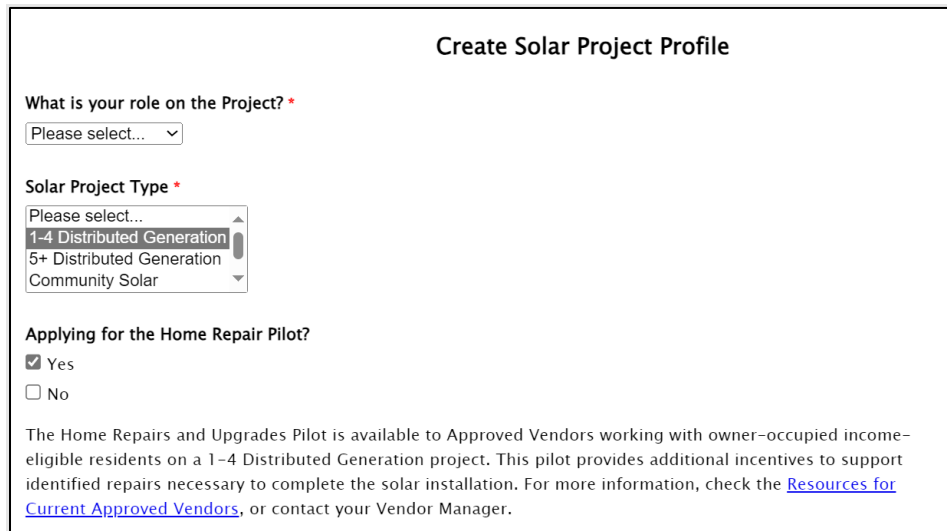
1. [Reference List](#)
2. Photos of needed repairs and/or upgrades
3. Contractor estimate (once the Approved Vendor receives the pre-approval email)
4. Scope of Work as an Exhibit in the Customer Agreement/Contract
5. A note in the Site Suitability Report of which repairs are needed
6. Final Cost Estimate and photos of completed repairs

## Part I Process:

If the Approved Vendor is seeking additional incentives from the Illinois Solar for All (ILSFA) Program Administrator to complete necessary home repairs and/or upgrades to make the home solar-ready, they should:

### APPLICATION PROCESS

1. Select “1-4 Unit Distributed Generation” as the project type.
2. Select “Yes” for the question: “Applying for the Home Repair Pilot?”



**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

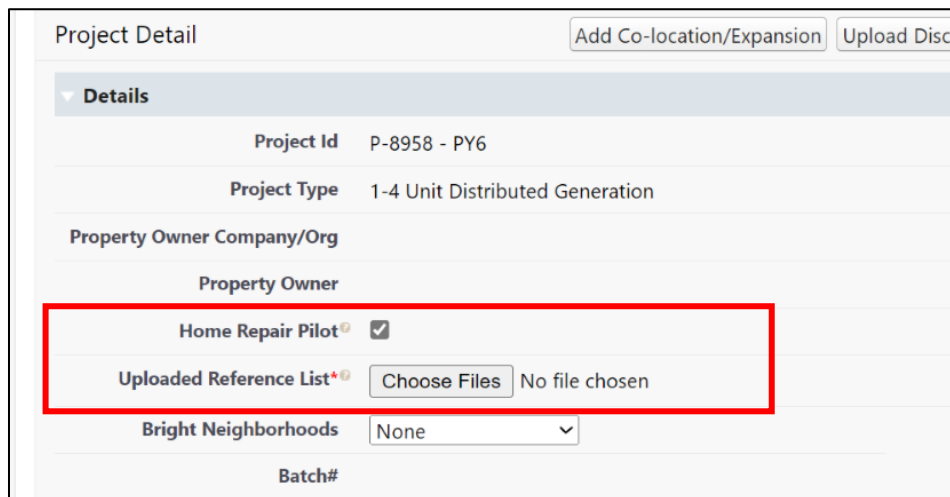
Applying for the Home Repair Pilot?

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.

3. Once the project is created, upload the required Reference List 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

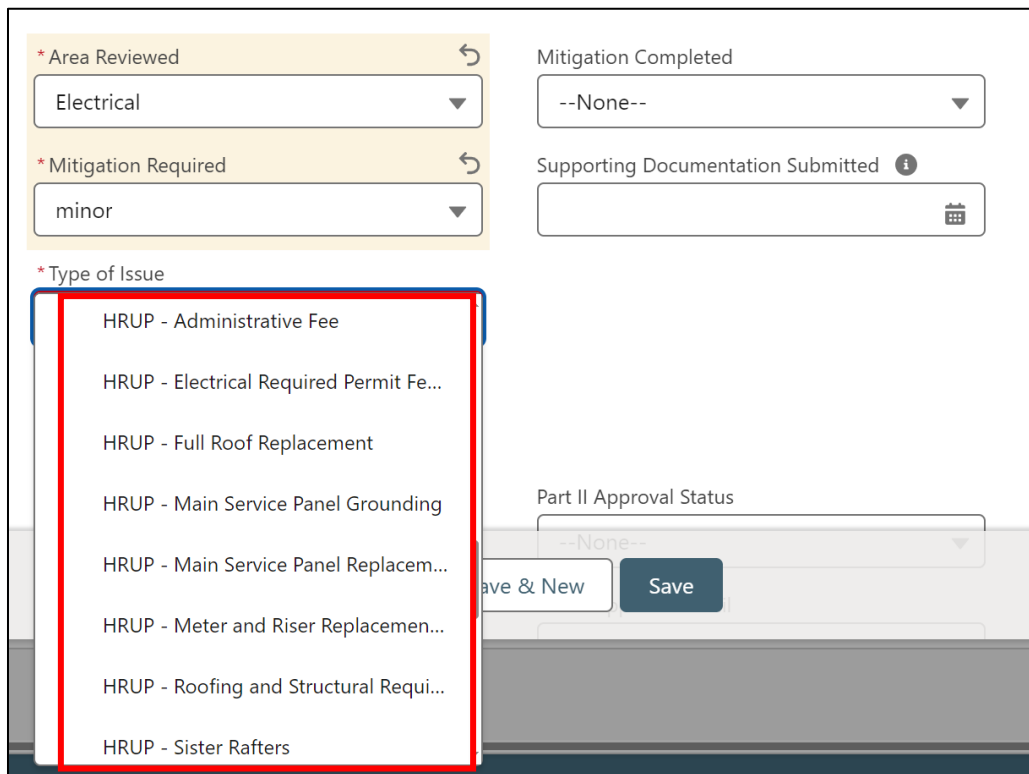
Uploaded Reference List\*  No file chosen

Bright Neighborhoods None ▾

Batch#

4. 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:
  - i. Area Reviewed
  - ii. Mitigation Required
  - iii. Upload Photo
  - iv. Select what “Type of Issue” or repair type they are seeking to address. They must select from one of the HRUP options. This will serve as their application to participate in this Initiative.

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The screenshot shows a web form for mitigation. It includes several dropdown menus and a list of options. The 'Type of Issue' dropdown is open, showing a list of HRUP options. The options are:

- HRUP - Administrative Fee
- HRUP - Electrical Required Permit Fe...
- HRUP - Full Roof Replacement
- HRUP - Main Service Panel Grounding
- HRUP - Main Service Panel Replacem...
- HRUP - Meter and Riser Replacemen...
- HRUP - Roofing and Structural Requi...
- HRUP - Sister Rafters

Other visible form elements include:

- \* Area Reviewed: Electrical
- \* Mitigation Required: minor
- Mitigation Completed: --None--
- Supporting Documentation Submitted: (empty field with a calendar icon)
- Part II Approval Status: --None--
- Buttons: Save & New, Save

5. The AV should note in the comments of the Site Suitability Report which repairs and upgrades are needed.
6. The Approved Vendor Manager (AVM) will verify the repairs and upgrades on the Reference List with the details on each mitigation page.

## APPROVAL PROCESS

7. 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 ILSFA Program Administrator.
- 8. If the AVM finds the submission is incomplete or unacceptable they will send an email to notify the AV of the issue(s).
  - i. Reasons a submission may be deemed incomplete or unacceptable are as follows:
    - The home repairs are not needed
    - The home repairs are not necessary for solar installation
    - The home repairs fall outside the scope of what the Initiative allows
    - No photos were uploaded or the photos uploaded don't show the need for the home repairs
    - The Reference List is incomplete or not filled out correctly
    - The mitigations are not entered correctly in the AV portal
    - Costs are above the cost caps for the Initiative
    - Any other additional reasons the Program Administrator deems the submission incomplete or unacceptable
- 9. 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.
  - i. The contractor's cost estimate will serve as the amount used for the REC incentive adder for the project.

**Information**

Mitigation Name

**Part I - Pre-Construction**

Area Reviewed

Mitigation Required

Upload Photo  No file chosen

Type of Issue

Upload Contractor estimate  No file chosen

Estimated Cost

Part I Approval Status

Part I Approval Detail

- 10. The AVM will review the contractor estimate and will send the AV an **approval email** if they find the costs acceptable and within limits.
- 11. If the AVM finds the submission is incomplete or unacceptable, the AVM will let the AV know. Please refer to the list of reasons for incomplete or unacceptable applications under item number 7.

- i. The AV is ultimately responsible for ensuring that the estimated cost falls at or under the allocated amount (\$6,550 for electrical repairs/upgrades and \$14,000 for roof and structural 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.
    - AVs may also include a monthly fee for the lease or Power Purchase Agreement (PPA) on the project’s disclosure form to cover these extra costs. The fees must follow ILSFA savings requirements.
12. AVs should include the Scope of Work for the Initiative as an exhibit in the Customer Agreement/Contract.
  13. If not already done, the AV should submit Part I of the project:
    - i. The AVM will review the entire project (Home Repairs and Solar Installation). If the costs submitted on the contractor’s cost estimate are within limits, they’ll include the total repair costs as a REC adder for the project submission to the ICC.
  14. The AVM will send the AV an Eligibility Letter with the Home Repair Adder.
  15. 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:

1. After ICC approval, the AV should coordinate with the electrician and/or contractor to complete the repairs and/or upgrades.
  - The Program Team recommends the Approved Vendor and electrician and/or contractor wait to begin repairs until receiving ICC approval to avoid loss of expense reimbursement. Any work done with a rejected project by the ICC will not be reimbursed by the program through the REC adder.
2. Once the 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