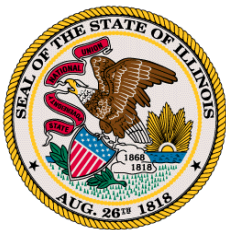


# RENEWABLE ENERGY RESOURCES SOLAR ENERGY REBATE PROGRAM

## APPLICATION GUIDELINES FISCAL YEAR 2009

Submittal Deadline 4:30 p.m. Friday, May 1, 2009

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
BUREAU OF ENERGY AND RECYCLING  
RENEWABLE ENERGY DEVELOPMENT SECTION  
620 EAST ADAMS STREET  
SPRINGFIELD, ILLINOIS 62701



Pat Quinn  
Governor



Jack Lavin  
Director

## SECTION 1:

## GENERAL INFORMATION

**1.1 PURPOSE.** The Illinois Department of Commerce and Economic Opportunity (“Department” or “DCEO”) administers the Renewable Energy Resources Program (“RERP”) to encourage utilization of renewable energy and support economic development in the State of Illinois. The RERP will, to the extent funds are available, fund projects focused on increasing the utilization of alternative energy technologies in Illinois.

The focus of the Solar Energy Rebate Program, through the RERP, is to encourage utilization of small-scale solar energy systems in Illinois.

The RERP will not fund projects outside the State of Illinois. In addition, if the applicant’s electric or gas utility does not impose a Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in 20 ILCS 687/6-5, the applicant will not be eligible for RERP funding under this program.

**1.2 AUTHORITY AND FUNDING.** The Department is authorized by the Renewable Energy, Energy Efficiency, and Coal Resources Development Law of 1997 (20 ILCS 687/6-1 et seq.), to administer the State’s Renewable Energy Resources Program. The funding source for this program is the Renewable Energy Resources Trust Fund.

Solar energy rebates are only one component of the Department’s Renewable Energy Resources Program. Funding levels are determined each fiscal year by the Department. The Department reserves the right to limit the total amount of funding for solar energy rebates in any given fiscal year. The amount of any individual solar energy rebate shall not exceed the amount in Section 3.2.

## SECTION 2:

## REBATE ELIGIBILITY CRITERIA

**2.1 PROJECT LOCATION.** Eligibility is limited to projects physically located in the State of Illinois.

**2.2 CUSTOMER OF PARTICIPATING UTILITY REQUIREMENT.** An applicant must be a customer within the service area of an investor-owned electric or gas utility or a municipal gas or electric utility or electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in 20 ILCS 687/6-5 and listed in Appendix A.

**2.3 ELIGIBLE PROJECTS/EQUIPMENT.** Eligibility is limited to costs associated with the purchase and installation of a solar energy system purchased and installed on or after January 1, 2008. Eligible applications for solar energy equipment must be consistent with one of the two following categories:

2.3.1 The Department may support any new photovoltaic power system that is Underwriters Laboratories (UL), [www.ul.com](http://www.ul.com), listed or has successfully

completed at least one year of field testing and has a rated design capacity in excess of 1 kilowatt (kW). Any remanufactured equipment must have a warranty that meets or exceeds OEM warranty. Documentation must be submitted with the application.

- 2.3.2 The Department may support any new solar thermal system that has been approved by the Solar Rating and Certification Corporation (SRCC), [www.solar-rating.org](http://www.solar-rating.org), or a comparable organization and is designed to produce a minimum of 0.5 therm per day, or equivalent, or contains at least 60 square feet of collectors. For solar thermal systems installed for swimming pools, the pool must be open to the general public on a regular basis to be eligible for funding. Any remanufactured equipment must have a warranty that meets or exceeds OEM warranty. Documentation must be submitted with the application.
- 2.3.3 In regards to an eligible application per section 2.3.1 or section 2.3.2, applicants who are entities with multiple solar energy system locations will be limited to a maximum of 10 systems per fiscal year.
- 2.3.4 In regards to an eligible application per section 2.3.1 or section 2.3.2, applicants may receive only one rebate per renewable energy system listed in this section.
- 2.3.5 In regards to an eligible application per section 2.3.1 or section 2.3.2, costs associated with the expansion of an existing system are only eligible for rebate if those costs are directly related to the installation or equipment costs of new panels.

**2.4 INELIGIBLE PROJECTS AND COSTS.** The following projects are not eligible for rebate under these guidelines:

- 2.4.1 Labor costs of self-install of system and battery back-up systems are ineligible for rebate.
- 2.4.2 Costs associated with the repair and replacement of parts for existing solar energy systems are ineligible for rebate.
- 2.4.3 Costs associated with the expansion of an existing system, including new pumps, storage, or any other balance-of-system components that are not explicitly eligible under section 2.3.5 are ineligible for rebate.
- 2.4.4 Eligible applicants are encouraged to utilize federal solar energy tax credits. However, applicants that receive in excess of 30 percent of total project costs from any private foundation in direct support for the relevant solar energy system are ineligible for rebate.

**2.5 MAXIMUM REBATE AMOUNT.** The rebate is based solely on actual, documented project costs of equipment and installation. The Department may provide up to, but not more than, a rebate award equal to 30 percent of eligible project costs for a single solar energy system. The maximum rebate for a single solar energy system is \$10,000.

2.5.1 The Director reserves the right and may elect to waive the maximum grant limitation upon a finding that such waiver is appropriate to accomplish the purpose of the Renewable Energy Resources Program.

**2.6 INSTALLER REQUIREMENTS.** All solar energy systems, except those constructed by the homeowner, must be installed by a professional installer who is licensed to transact business in the State of Illinois and maintains appropriate types and levels of insurance coverage.

## **SECTION 3: PROGRAM INFORMATION**

**3.1 RENEWABLE ENERGY REBATE AWARD SCHEDULE.** Renewable energy rebate applications under this program will be accepted on an ongoing basis until May 1, 2009. This deadline is necessary to allow the Department to finalize all eligible rebate payments before the close of the fiscal year.

**3.2. GUIDELINE REVISION.** All guidelines in this document are subject to review and revision by the Department prior to the beginning of each fiscal year. The Department is under no obligation to consider funding for any rebate application received after the May 1, 2009 deadline.

**3.3 DEPARTMENT ACTION.** The Department shall review all solar rebate applications to determine whether all program requirements have been met and whether the applicant is eligible for funding.

3.3.1 The Department reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant.

3.3.2 The Department is not obligated to provide rebate funding, or to pay any costs incurred by the applicant in the preparation and submission of the application.

3.3.3 The Department is under no obligation to provide rebate funding for applicants that proceed with project installation prior to receipt of a Department Notice to Proceed.

## SECTION 4:

## APPLICATION GUIDELINES

**4.1 APPLICATION PROCESS.** Applicants are encouraged to contact the DCEO project manager at the address listed in Section 4.1.1 before proceeding with any potential rebate related costs. Rebate applications must be printed or typed on the Department's current approved forms included with these guidelines. The Department will consider applications for solar energy rebates according to the following terms:

4.1.1 The Department will accept rebate applications at the following address:

Illinois Department of Commerce and Economic Opportunity  
Bureau of Energy and Recycling  
Attention: Solar Energy Rebate Program  
620 East Adams Street  
Springfield, IL 62701-1615  
217/785-3420

The rebate application must be submitted as one signed original.

4.1.2 Applicants must submit a completed rebate application to the Department prior to making any financial investment. The application will serve as the applicant's Notice of Intent to install a qualifying solar energy system. The application must be complete and should include a scheduled system installation date that does not exceed 90 days from the application is submitted.

4.1.3 If the Department deems the project eligible for rebate, the applicant will receive a letter indicating a Notice to Proceed, and appropriate funds will be held for 90 days from the date of the application. During this 90 day period, system installation must be completed and all rebate documentation must be submitted to the Department. For projects involving building construction, the 90 day period may be extended at the discretion of the Department.

4.1.4 Upon completion of system installation, the applicant must submit a letter to the Department stating that the project was completed as scheduled within the hold period detailed in Section 4.1.3 and in compliance with all terms in Section 3.3 (Rebate Application Terms). This letter must include the system installation date, date of system operation. Submission of this letter completes the rebate application process. An application must be complete in order to be considered for rebate funding.

4.1.5 For projects deemed ineligible, the Department will send a letter to the applicant with notification of the same. If an applicant receives an ineligible

project letter, the applicant may reapply for the rebate by submitting a new application.

- 4.1.6 If, following the receipt of the Department's Notice to Proceed, an applicant chooses to install a different system, the Department's Notice to proceed will be deemed null and void. In order to receive a rebate, the applicant will be required to submit a new application.

**4.2 APPLICANT OBLIGATION.** Upon submittal of an application, the applicant agrees to the following:

- 4.2.1 Access. Applicant will permit any agent authorized by the Department, upon presentation of credentials, access to the solar energy project site at any point after submission of the application until completion of the project, during normal business hours.
- 4.2.2 Illegitimate Expenditures. Applicant, once funds are received, must return to the Department any and all funds that are determined by the Department to have been spent in violation of the rebate agreement.

**APPENDIX A**  
**Illinois Department of Commerce and Economic Opportunity**  
**Solar Energy Rebate Program**  
**Application Cover Page**

**Applicant Information:**

Applicant name	SSN or FEIN
Applicant address (include 9 digit zip code)	County
Project address (if different from above)	County
Telephone number	Fax number
Applicant e-mail address	Web site address
Applicant project manager	Title

**Verification of Renewable Energy Resources and Coal Technology Development Assistance Charge:**

If the applicant's electric or gas utility is listed below and if the applicant is a current customer of one of those utilities at the address indicated above, please provide a copy of a recent bill. If your utility is not listed below, or if you are a customer at a different address, please attach a letter from your utility stating that the applicant is serviced by an investor-owned/municipal gas or electric utility of electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in ILCS 687/6-1 *et seq.* **The Department will verify this information before issuing an incentive to the applicant.**

FOR GAS DISTRIBUTION	FOR ELECTRIC DISTRIBUTION
Ameren CIPS	Adams Electric Cooperative
Ameren UE	Ameren CIPS
Ameren CILCO	Ameren IP
Ameren IP	Ameren UE
Consumers Gas Company	Ameren CILCO
Illinois Gas Company	City of Carmi
Mid American Energy Company	City of Flora
Nicor Gas Company	Commonwealth Edison Company
North Shore Gas Company	Corn Belt Energy Cooperative
The Peoples Gas, Light & Coke Company	Egyptian Electric Cooperative
United Cities Gas Company	Illinois Rural Electric Cooperative
	Jo-Carroll Energy
	Mid American Energy Company
	Monroe County Electric Cooperative
	Mt. Carmel Public Utility Cooperative
	Norris Electric Cooperative
	Rural Electric Convenience Cooperative
	Southern Illinois Electric Cooperative
	Village of Rantoul

**APPENDIX A: (cont.)**

**System Information:**

Make and Model	Serial Number
Area per Collector (square feet)	Total Number of Collectors
System Capacity (kW or thm/yr)	Tank Size (Solar Thermal)
Warranty Period	Year of Manufacture
Proposed Date of Purchase	Proposed Date of System Installation
Name, Address, and Telephone Number of the Installer	
Business License Number, Proof of Insurance, and Bonding of the Installer	

*Note: Please attach a copy of the bid letter and/or documentation showing the purchase price of the system to be installed.*

**Type of Project:**

- Solar Thermal Hot Water
- Solar Thermal Space Heating
- Solar Photovoltaic

**Organization Legal Status:**

- Individual
- Sole Proprietor
- Partnership/Legal Corporation
- Corporation
- Not For Profit Corporation
- Tax Exempt
- Governmental
- Estate or Trust
- Nonresident Alien
- Medical Corporation
- Pharmacy-Noncorporate
- Pharmacy/Funeral Home/Cemetery/ Corporation

**Financing Information:**

Total rebate request	\$ _____
Total project cost	\$ _____

**Project Narrative:**

Application must include a narrative summary description of the project, the components used, and the system capacity in terms of kilowatts (kW) or therms per year (thm).

**Final Documentation Required:**

Upon completion of system installation, applicant must submit a copy of the installer's written certification that the system has been installed and is operating in accordance with local, state, and federal codes. This submission must also include copies of all sales invoices/receipts showing the purchase price and amount paid by applicant for the solar energy system.

*Note: Failure to provide this documentation will negate the applicant's eligibility for the rebate*

## APPENDIX A: (cont.)

### Applicant Certifications:

Applicant hereby certifies that:

- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS 505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E 4).
- As of the submittal date, the information provided in its application is accurate, and the individuals signing below are authorized to submit this application. • There is no action, suit or proceeding at law or in equity pending, nor to the best of Applicant's knowledge, threatened against or affecting the Applicant before any court or before any governmental or administrative agency which will have a material adverse effect on the performance required by this Program.
- That should it become the subject of an action suit or proceeding at law or in equity that would have a material adverse effect on the performance required by this Program, or an investigation by any state or federal regulatory law enforcement or legal authority; Applicant shall promptly notify the Department.
- That it is not currently operating under or subject to any cease and desist order or subject to any informal or formal regulatory action, and, to the best of Applicant's knowledge that it is not currently the subject of any investigation by any state or federal regulatory law enforcement or legal authority.

\_\_\_\_\_  
Authorized Official (signature)

\_\_\_\_\_  
Applicant Project Manager (signature)

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Title and Date

\_\_\_\_\_  
Title and Date

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### TO BE COMPLETED BY DEPARTMENT STAFF:

Written Certification of Installation Received

Copies of Sales Invoice/Receipt Received

Site Visit Recommended

Eligible

Ineligible

\_\_\_\_\_  
Date of System Installation

\_\_\_\_\_  
Date of Site Visit (if recommended)

\_\_\_\_\_  
Date of Department Review

\_\_\_\_\_  
Department Program Manager Signature