

Cook County Sun and Save Solar Installation Program



Program Guide

Effective July 1, 2023

updated September 19, 2023

Cook County Sun and Save is being supported, in whole or in part, by federal award number ALN 21.027 awarded to Cook County by the U.S. Department of the Treasury.

Contents

Section 1 Introduction	3
1.1 About the Program.....	3
Program Guide Updates.....	3
1.2 About the Administrator	3
Program Administrator Contacts	4
SEDAC	4
360 Energy Group	4
1.3 Definitions	4
Section 2: Program Eligibility	6
Site Requirements.....	6
Applicant Requirements.....	6
Site Visits, Property Access, and Energy Savings Opportunities	7
Household Income	7
Application	7
Section 3: Program Procedures	7
3.1 Project Recruitment and Application	7
3.2. Application Approval.....	8
3.3. Referrals and Securing a Solar Installer.....	8
3.4 Engineering Review and Approval Process	9
3.5 Installation.....	10
3.6 Verification	10
3.7 Invoicing.....	10
Instructions for Submitting the Invoice:.....	10
3.8 Reporting	11
Section 4: Requirements/Guidelines for Outreach of the Program.	12
4.1 Community Outreach Procedures.....	12
4.2. Meetings with Organizations Conducting Outreach	12
4.3. Customer Service.....	12
Section 5. Requirements/Guidelines for Approved Installers and Subcontractors.....	13
5.1 Request for Qualifications / How to Become a Vendor	13
5.2 Qualified and Direct Installer Qualifications	13
Solar Installation Contractor and subcontractor minimum qualifications.....	13
Required Agreements	14
5.3 Qualified Installers and Direct Installer Role and Responsibilities	14
5.5 Illinois Shines Adjustable Block Program.....	15
Section 6: Forms	16
6.1 Homeowner Application	16
6.2 Income Affidavit	16

Section 1 Introduction

1.1 About the Program

Cook County Sun and Save is a Cook County program administered by the Smart Energy Design Assistance Center (SEDAC). SEDAC is a public-private partnership between the University of Illinois at Urbana-Champaign and 360 Energy Group. The goal of this Program is to make solar photovoltaic (PV) installation more feasible for eligible Cook County residents, reduce their energy burden, reduce utility costs, and reduce greenhouse gas emissions.

The Sun and Save program will offer incentive funds to fully cover the cost of solar PV installations on eligible owner-occupied homes in Cook County. The Program is for moderate-income residents whose household incomes are above 80% of the Area Median Income (AMI) and at or below 120% of the AMI (see median income table below). Low-income residents with household incomes less than 80% of the AMI are eligible for the Illinois Solar for All Program.

The Program is intended to run from July 1, 2023, until August 31, 2026, and the available program incentive funds are expected to cover the cost of approximately 90 residential solar projects during that time. Program funds may also be used to cover some or all costs to complete electrical, roofing, and other ancillary work necessary to accomplish the solar project. Funds needed for ancillary purposes will be evaluated on a case-by-case basis.

The Cook County Sun and Save Program Guide outlines the Program requirements for the following entities:

1. Program Approved vendors and their subcontractors
2. Community-based organizations conducting outreach about the program

Program Guide Updates

The Program Guidebook will be reviewed and updated periodically, and at least annually, by the Program Administrator and in Consultation with the Cook County Department of Environment and Sustainability. Any omission of content from this Guidebook may not necessarily constitute the omission of a Vendor or Outreach requirement. In the event of a conflict between this Guidebook and current or subsequent changes in Cook County policies and ordinances, or the subsequent development of other program materials, the Cook County policies, new ordinances, and orders shall supersede the relevant portions of this Guidebook until such time as Guidebook revisions may be completed.

1.2 About the Administrator

The Smart Energy Design Assistance Center (SEDAC), a public-private partnership based at the University of Illinois at Urbana-Champaign that operates in collaboration with the 360 Energy Group. SEDAC has a long history of successfully managing large public sector energy programs, vendors, and clients. The SEDAC Team has extensive experience in operating state-wide energy efficiency programming, engaging with broad stakeholder groups, trade allies and vendors while providing high quality technical and programmatic consumer support to achieve significant energy reduction goals across Illinois. SEDAC went through a competitive bid process and was selected to be the administrator for the Cook County Sun and Save program.

Program Administrator Contacts

The Program Administrators are a team of SEDAC and Energy 360 staff that include the following personnel.

SEDAC

- Stacy Gloss, Senior Program Manager, sgloss@illinois.edu

360 Energy Group

- Bryan Tillman, Project Manager, Bryan@360eg.com



Program Contact

Questions about the program and eligibility can be e-mailed to SunandSave@sedac.org

Phone number: 1-800-214-7954

Communications from Cook County Sun and Save

SEDAC staff will use the following email addresses to communicate about the program. E-mails about Cook County Sun and Save will have the suffix “@illinois.edu” or “@360eg.com” Example signatures are below.

<p>Name Cook County Sun and Save Program 1 St. Mary’s Road Champaign, IL 61820 p (xxx) xxx-xxxx [email]</p> 	<p>Name Cook County Sun and Save Program 1 S. Dearborn St. 20th Floor Chicago, IL 60603 p. (xxx) xxx-xxxx [email]</p> 
---	---

1.3 Definitions

Approved Applicant – Approved Applicants are Participants who have completed an application to the Program and have received an Approval notice that their household and property are qualified to participate in the Cook County Sun and Save Program. The Program Administrator verifies that applicants are eligible for the Program prior to approving solar panel installation to proceed.

Approved Vendor – See both Qualified Installer and Direct Installer.

Cook County Sun and Save Program – “The Program” funds solar PV installations on residential homes in Cook County for residences with household incomes between 80% AMI and 120% AMI. Cook County Sun and Save is being supported, in whole or in part, by federal award number ALN 21.027 awarded to Cook County by the U.S. Department of the Treasury.

Direct Installer – Solar PV Installation Contractor that submits a complete application packet in response to this Request for Qualification and is competitively selected for the Program based on criteria defined in this RFQ. The Direct Installer will be listed in program materials. The Direct Installer may market or advertise Cook County Sun and Save to develop leads for interested Participants, submit solar PV proposals to the Program Administrator for funding consideration and receive approval to complete a Solar PV Installation Job for qualified Participants. The Direct Installer will be sent Participant referrals generated by the Program Administrator (estimated at 30-45 over the program duration) when the Participant has not identified any other Qualified Installer. Approved costs for Solar PV Installation projects, including any approved costs for

necessary repairs and upgrades, are paid to the Direct Installer by 360 Energy Group on behalf of the Participant.

Qualified Installer – Solar PV Installation Contractor that submits a complete application packet in response to this Request for Qualification and meets the minimum requirements for becoming a Qualified Installer for the Program. Qualified Installers will be listed in program materials. Qualified Installers may market or advertise Cook County Sun and Save to develop leads for interested Participants, submit solar PV proposals to the Program Administrator for funding consideration and receive approval to complete a Solar PV Installation Job for qualified Participants. Approved costs for Solar PV Installation Jobs, including any approved costs for necessary repairs and upgrades, are paid to the Qualified Installer by 360 Energy Group on behalf of the Participant.

Participant – Eligible participants for the Cook County Sun and Save Program are income-qualified residents of homes located in Cook County with Household Income levels between 80% AMI and 120% AMI (see table below); and whose homes are approved for a Solar PV Installation through the program. Eligible homes will be either a.) owner-occupied single-family homes or b.) multi-family residential buildings with up to 4 units and at least one unit occupied by the owner. Participants take on all rights and risks of ownership of rooftop Solar PV after system installation is complete. The original Solar PV system installation payments are made to the Qualified Installer or Direct Installer Partner on behalf of the resident by 360 Energy Group. Participants must complete an application for income verification and approval for eligibility prior to participation in the program.

Household Size	Area Median Income Limits 2023 (Effective May 15, 2023)							
	30%	40%	50%	60%	80%	100%	120%	140%
1	\$23,190	\$30,920	\$38,650	\$46,380	\$61,800	\$77,300	\$92,760	\$108,220
2	\$26,490	\$35,320	\$44,150	\$52,980	\$70,600	\$88,300	\$105,960	\$123,620
3	\$29,790	\$39,720	\$49,650	\$59,580	\$79,450	\$99,300	\$119,160	\$139,020
4	\$33,090	\$44,120	\$55,150	\$66,180	\$88,250	\$110,300	\$132,360	\$154,420
5	\$35,760	\$47,680	\$59,600	\$71,520	\$95,350	\$119,200	\$143,040	\$166,880
6	\$38,400	\$51,200	\$64,000	\$76,800	\$102,400	\$128,000	\$153,600	\$179,200
7	\$41,040	\$54,720	\$68,400	\$82,080	\$109,450	\$136,800	\$164,160	\$191,520
8	\$43,680	\$58,240	\$72,800	\$87,360	\$116,500	\$145,600	\$174,720	\$203,840

Program Administrator – The Program Administrator, SEDAC, administers the Cook County Sun and Save program, receives, and approves applications from Participants, the Direct Installer Partner, and Qualified Installers, and authorizes solar PV installations (and any associated necessary upgrades/repairs) to be funded by the Program. 360 Energy Group distributes funds to Qualified Installers and the Direct Installer Partner that complete solar PV installations in Cook County for qualified Participants.

RFQ – Request for Qualifications

SEDAC – Smart Energy Design Assistance Center, a public-private partnership between the University of Illinois at Urbana-Champaign and 360 Energy Group. SEDAC is the Program Administrator.

Section 2: Program Eligibility

Each household interested in Cook County Sun and Save must file a separate application. Applications will be evaluated based on the following criteria:

Site Requirements

- The property must be within Cook County borders.
- The home receiving solar PV installation must be a Single-Family Home, or small multi-family homes with up-to 4 units in the building.
 - Single-family homes must be home-owner occupied. The primary and secondary (if applicable) applicant to Cook Sun and Save are the property-owners of record.
 - Multi-family properties may be eligible: A qualified dwelling may contain up to 3 additional rental units (4 units total) as long as the property owner resides in the building in one of the units and is the primary applicant for the Cook County Sun and Save Program. Multi-family homes must be owned-occupied. Rental income is included in household income. If there is more than one (1) electric meter on the property, the solar-PV system will be tied to only one (1) electric-meter selected by the owner. Additional site requirements may apply. Contact Cook County Sun and Save for multi-family property considerations.
 - All properties should have a newer roof that will not need to be replaced within 15 years. Contact Cook County Sun and Save in advance if the roof must be replaced as part of the solar installation job.
 - The roof is free from shading and other obstructions. Cook County Sun and Save will NOT cover fees associated with tree-removal, tree limb removal, or other landscaping costs for roof-top solar installation. For Ground Mount Installations, contact Cook County Sun and Save Program Administrator in advance.
 - Ground mounted system considerations: the foundation must be able to support the solar array and the foundation cannot be in a high flood risk zone.

Applicant Requirements

- The homeowner must have the legal authority to permit contractors to complete solar installation and related work on their property. Check with local jurisdictions if your home is in a historic preservation district or if Homeowner Association rules apply.
- Homeowners must complete a program application for review by the Cook County Sun and Save Program Administrator. Completion of an application does not guarantee approval for the program. The application is available at <https://smartenergy.illinois.edu/sunandsave/customer>
- Completed applications must be e-mailed to sunandsave@sedac.org
- Primary and secondary applicant (if applicable) must be over 18 years old.
- Primary and secondary applicant (if applicable) must have the legal authority to enter into a contract for solar PV systems for the property.

Site Visits, Property Access, and Energy Savings Opportunities

The applicant must provide information and access to their property during the assessment, construction, and project completion so that SEDAC can conduct a site review.

Solar PV installers must have appropriate and reasonable access to the roof for installation.

Energy Savings Opportunities: The Cook County Sun and Save program also looks to identify additional energy savings opportunities. During a site visit, the contractor will complete a questionnaire based on a provided check list (information about building envelope needs, HVAC efficiency, domestic hot water efficiency, etc.) and take pictures to document the questionnaire responses. This information will help identify other energy savings opportunities present at the property. This questionnaire and the associated pictures will be submitted prior to invoicing.

Household Income

Household income must be between 80% and 120% Area Median Income. For example, a family of four that owns their own home in Cook County with a Household Gross Income between \$88,250 and \$132,360 in 2023 may qualify for the Cook County Sun and Save Program. **Please note that the Area Medium Income is updated annually.** See definition for Participant in Section 1.3.

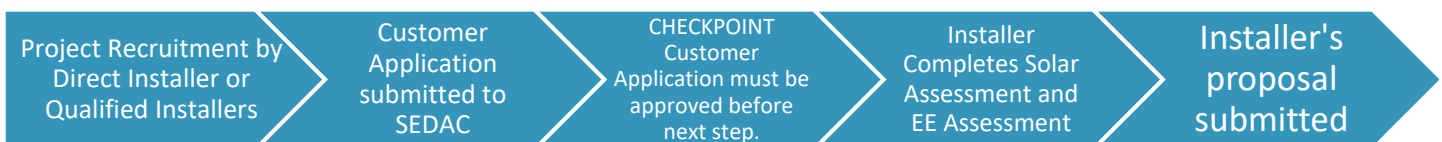
The applicant must supply an income affidavit and 1-year's prior tax returns including W2s and 1099s to verify proof of gross income. When the prior year's tax return is unavailable, the program requires an income affidavit with 3-months of pay statements for adult members of the household age 18 and older. The primary and secondary applicants to the Cook County Sun and Save program will be verified to be the property-owner of record. Children under the age of 18 living in the home are exempt from income verification.

Application

The application will be a form on-line, downloadable as a word document, and available in both English and Spanish. Applications are available to anyone interested in participating in Cook County Sun and Save.

Paper applications and supporting documentation may be scanned and e-mailed to sunandsave@sedac.org.

Section 3: Program Procedures



3.1 Project Recruitment and Application

1. Homeowner expresses interest through contact with the contractor, by completing an interest form, or through community outreach
2. Homeowner is directed to the Cook County Sun and Save Application
3. Homeowner downloads and completes the application.

4. Homeowner submits the application and income-verification documentation to sunandsave@sedac.org to be considered for inclusion in the program.

Homeowner Application. Homeowner applications can come to the Program Administrator in two (2) ways.

1. The homeowner can directly apply for the Cook County Sun and Save program by sending their application and supporting documentation to Sun and Save.
2. A contractor may recommend the homeowner completes an application for the Cook County Sun and Save Program. If the contractor feels that this homeowner meets eligibility criteria for the Cook County Sun and Save program, the contractor may guide the homeowner to the application or have the provide the applicant SEDAC's contact information to assist with the application. Homeowner eligibility will be verified and approved prior to solar site assessment to avoid ineligible projects.

3.2. Application Approval

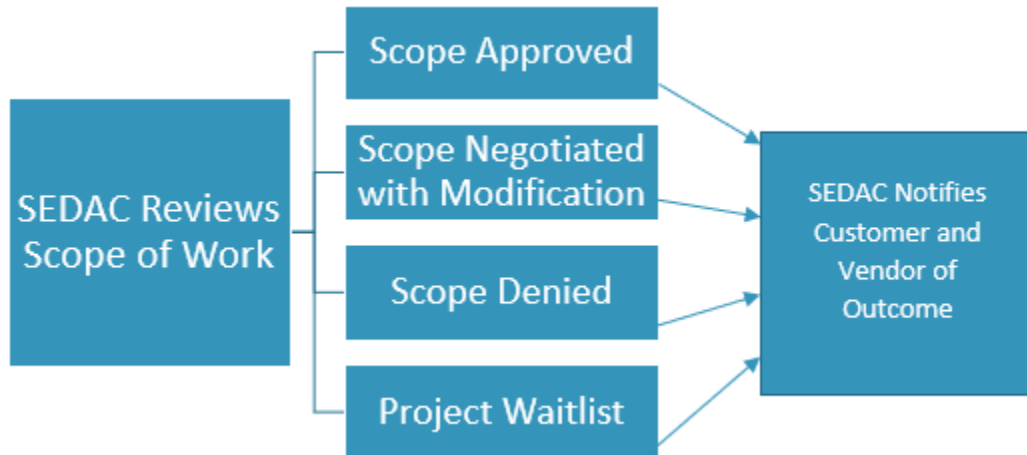
5. The Cook County Sun and Save Program Administrator conducts an income verification for household members. The Application is reviewed for completeness and accuracy.
6. The Cook County Sun and Save Program Administrator may approve the application, request additional documentation, or deny the application.
 - a. Approved Applications: When the application is approved to move forward, the applicant will receive an e-mail PDF attachment of acceptance into the program outlining next steps.
 - b. Incomplete Applications: Cook County Sun and Save contacts homeowner if the application is incomplete. Applicant has the opportunity to submit missing documentation or requested information.
 - c. Denied Applications: If the application is denied, the applicant will receive an email PDF attachment containing the reasons for denial. Receiving a denial letter does not preclude the applicant from re-submitting a new application.
7. When an application and solar system project is approved, the applicant will receive a link to complete a required survey related to residential demographic data. This demographic data is confidential and will be used for Cook County and federal reporting purposes only. Names and identifying information, such as addresses and contact information, will remain anonymous and will not be used in public reports. The demographic data collected in the survey will not impact program eligibility or solar system approval.

3.3. Referrals and Securing a Solar Installer

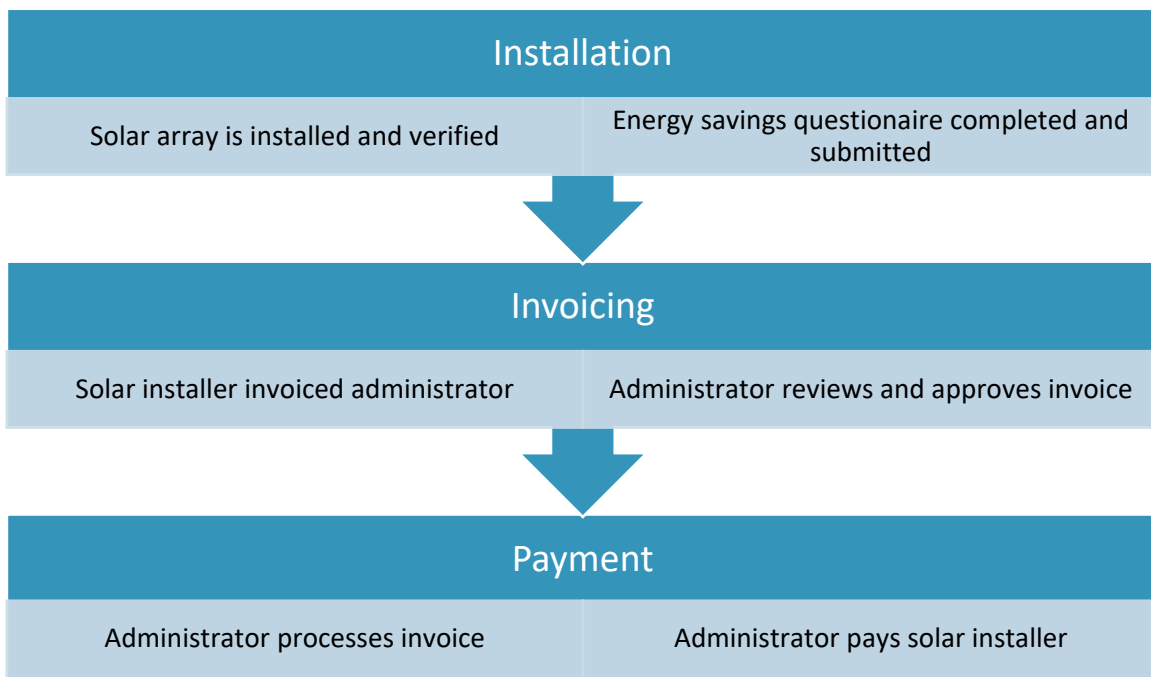
8. The approved applicant is welcome to select any of the Qualified Installers or Direct Installer from the program's list of approved solar installation contractors. The Program Administrator will refer the applicant to the Direct Installer if the approved applicant has not identified an Qualified Installer they wish to work with. The Program Administrator will refer the name and contact information of the applicant to the Direct Installer for follow-up. If the direct installer is overbooked, the Program Administrator may recommend a different Qualified Installer. Homeowner secures a solar installer.
 - a. An approved applicant may contact any Qualified Installer or the Direct Installer that they are interested in working with.
 - b. When the homeowner is ready to proceed, the Qualified Solar Installer will submit the solar system assessment, plan, and quote for services to the Cook County Sun and Save Program Administrator for review at sunandsave@sedac.org.

- c. Pending successful engineering review and approval by the Cook County Sun and Save Administrator, the Program Administrator notifies the homeowner and the Qualified Solar Installer that the program will pay a certain amount of “\$X” for the project and that the homeowner does not assume any financial commitment. See Section 3.4 – Engineering Review and Approval Process below for more information.
- d. After installation, the homeowner takes on all rights and responsibilities of ownership. The homeowner becomes the owner of record.

3.4 Engineering Review and Approval Process



- 9. The Program Administrator will review the solar plan provided by the Qualified Installer. The Program Administrator will approve the project; approve the project with amendments or modifications; deny the project, or place the project on a wait list. The Qualified Installer will be notified of the Program Administrator’s decision.
- 10. When a solar installation job is approved by Cook County Sun and Save, the Program Administrator will sign a task order agreement with the Solar Installer. No work may begin until the task order agreement is signed.



3.5 Installation

11. Contractor/installer will notify the homeowner and Cook County Sun and Save of the project's intended installation schedule.
12. Installation by contractor begins according to schedule.

3.6 Verification

13. When the solar PV project is complete, the Qualified Installer submits final documentation and invoicing to the Cook County Sun and Save Program Administrator.
14. Program Administrator engineers will verify project completion. The Program Administrator may schedule a site visit with the homeowner to verify installation.

3.7 Invoicing

15. The Administrator will offer PV system payments on a cost-reimbursement basis for Qualified Installers/Direct Installer in accordance with the Program Administrator issued Task Order. The Program Administrator will pay the invoice within 30 days after verifying the project is complete and only after the solar array is grid operational. **The Administrator will not reimburse a participating solar installer for a Cook County Sun and Save job without advance approval for the installation/job to proceed.**

Instructions for Submitting the Invoice:

The invoice is required but not limited to include following information:

- Homeowner name
- Homeowner address where the project was completed
- Scope of all work performed
- Itemized List of fully/partially incentivized measures implemented
- List of additional energy efficiency measures identified via the questionnaire
- Date that the solar installation job began
- Date that the solar installation job was completed

- Photo documentation including before and after photographs of all installations including roof repairs, roof replacement, solar panel installation, inverter installation, electrical panel upgrades etc.
- PV Installer address for payment
- PV Installer contact name
- PV Installer contact phone number
- PV Installer contact email address for questions about the invoice
- Invoice amount that matches the original approved scope of work

All final invoices are due no later than June 1, 2026.

3.8 Reporting

16. Cook County Sun and Save vendors report the following metrics per completed job.

Type	Metric	Collection Time Frame
Program-Specific	Number of and description of energy efficiency measures installed (excluding solar)	Per Completed Job
Program-Specific	# of KW installed	Per Completed Job
Program-Specific	List of structural repairs completed in preparation for solar installation	Per Completed Job
Program-Specific	Number and type of contractors used during the job	Per Completed Job

17. Cook County Sun and Save vendors report the following metrics monthly:

Type	Metric	Collection Time Frame
Program-Specific	# of new solar assessments performed in previous month	monthly
Program-Specific	Aggregate # of solar assessments performed	monthly
Program-Specific	# of installed solar installations in previous month	monthly
Program-Specific	Aggregate # of installed solar installations	monthly
Program-Specific	# of signed contracts for households to receive solar installations after undergoing a solar assessment	monthly
Program-Specific	# of presentations held	monthly

Section 4: Requirements/Guidelines for Outreach of the Program.

4.1 Community Outreach Procedures

The Program Administrator will engage trusted community-based-organizations, municipal governments, and qualified solar companies across Cook County to promote the Program. Approved qualified solar vendors, community-based organizations, non-profits, municipal and government organizations, environment-focused and renewable energy advocacy groups, and community representatives are encouraged to share information about the Program. The Program Administrator provides basic marketing and educational materials for organizations to use when promoting the program in both English and Spanish. All community facing marketing materials must be approved by the Program Administrator. Contact the Program Administrator for more information.

Contact SunandSave@sedac.org for PDFs and related documents for promoting Cook County Sun and Save. Sample materials will be made available which may include:

- Email marketing template
- Phone template
- Program Flyer
- Website material content
- Interest form

4.2. Meetings with Organizations Conducting Outreach

SEDAC/360 Energy Group may conduct quarterly stakeholder meetings with outreach partners and community-based-organizations to ensure open communication, alignment with Program processes, and emphasis on resident satisfaction.

SEDAC staff will have more frequent communication, on an ad-hoc basis, with contractors, outreach partners, and residents over the course of completing solar installations for the Cook County Sun and Save Program.

4.3. Customer Service

Customer satisfaction is a high priority. SEDAC has guidelines and strict precautions to create a positive experience through the Cook County Sun and Save Program.

The program may request program participants to complete a customer satisfaction survey after final project reviews are completed.

Section 5. Requirements/Guidelines for Approved Installers and Subcontractors

5.1 Request for Qualifications / How to Become a Vendor

Solar Installation firms may apply to become a Qualified Installer with the Cook County Sun and Save Program. More information about becoming a Qualified Installer is available on the following website:

<https://smartenergy.illinois.edu/sunandsave/vendor>.

Cook County Sun and Save qualified residential Solar PV Installation Contractors (Solar Installation Contractors) and the Direct Installer will help complete approximately 90 residential solar photovoltaic (PV) installations for Cook County residents that meet program eligibility rules.

All solar installation firms that are interested in submitting residential solar project proposals to Cook County Sun and Save must first complete the Cook County Sun and Save Request for Qualifications posted here:

<https://smartenergy.illinois.edu/sunandsave/vendor/>.

Responses are submitted to Cook County Sun and Save via e-mail at sunandsave@sedac.org for review and acceptance by the Cook County Sun and Save Administrator. Installers interested in becoming a Qualified Installer are welcome to respond to the RFQ at any time on a rolling basis throughout the program.

The Administrator reserves the right to enter into contracts with Qualified Installers and a Direct Installer at will. The Program Administrator may decline any solar installer from being included as a Qualified Installer in the program if the installer does not meet the minimum requirements of the program as outlined below.

5.2 Qualified and Direct Installer Qualifications

All solar installation contractors in good standing through the Illinois Commerce Commission and meeting the qualifications in the Request for Qualifications are eligible to apply. The solicitation is open to all parties. The Program Administrator supports Cook County goals to prioritize contractors who are Minorities, Females, and Persons with Disabilities. Please note that subcontractors are accountable for liability and communication (written or verbal) with homeowners and other key community stakeholders, as well as completing all closing documentation for the project prior to invoice payment. Program Vendors that do not submit a complete application, or who do not meet all eligibility requirements, will not be eligible for conducting business or offering services to Cook County residents through the Cook County Sun and Save Program.

Solar Installation Contractor and subcontractor minimum qualifications:

- At least one employee that is a North American Board of Certified Energy Practitioners (NABCEP) Certified PV Installer
- A certified electrician on staff or a contracted Electrical Contractor as part of the team with all applicable licensure requirements for the authorities having jurisdiction (AHJs)
- At least 100 kW installed capacity of residential solar experience
- Be, or contract with, a company that is a Distributed Generation Installer certified through the Illinois Commerce Commission (ICC)¹
- Be able to abide by the Cook County Sun and Save Program's contract requirements

¹ Confirm that your company is certified through the ICC here:

<https://www.icc.illinois.gov/electricity/authorities/distributedgenerationcertification.aspx>

- The proposed installer must abide by the SEIA (Solar Energy Industries Association) Solar Business Code.²

Required Program Guide and Agreement Acknowledgement

Qualified Installers and the Direct Installer will complete a program guide and agreement acknowledgment form to become part of the Cook County Sun and Save Solar Installer network pool. The program guide and agreement acknowledgment must be fully executed with the Program Administrator prior to submitting any solar project proposals to the Cook County Sun and Save Program. After a Qualified Installer or Direct Installer submits a quote for solar PV services (one per job), and the project is approved, then the Cook County Sun and Save Program Administrator will issue a Project Agreement for both parties to sign.

5.3 Qualified Installers and Direct Installer Role and Responsibilities

The approved Cook County Sun and Save Qualified Installers must abide by all program rules and regulations outlined in the Project Agreement and this Program Guide. Program funds are limited and available through June, 2026 or until all program funds are obligated, whichever comes earlier. Qualified Installers must complete the following tasks and follow these guidelines:

Attend trainings required by the Program Administrator. The Program Administrator requires approved Solar Installation Contractors to attend trainings and periodic program update calls. SEDAC will conduct reporting and training meetings with participating/approved solar vendors. SEDAC staff will have more frequent communication, on an ad-hoc basis, with contractors, outreach partners, and homeowners over the course of completing solar installations for the Cook County Sun and Save Program.

Use approved marketing materials in advertising and describing the program to Cook County residents. Installers may market the Cook County Sun and Save program to their customers, including homeowners and residents of Cook County, following the program's outreach, marketing and advertising guidelines.

All Qualified Installers and the Direct Installer track their outreach activities and provide a quarterly report to the Program Administrator.

Verify Homeowner Approval for Inclusion in Cook County Sun and Save Program. Verify with the Program Administrator that the homeowner has met initial eligibility requirements allowing them to proceed with obtaining a solar quote before submitting a quote for services to the Cook County Sun and Save Program Administrator.

Conduct Site Assessment. After a homeowner has applied and been determined to be eligible to participate in the program the contractor will schedule a site visit to collect information about the properties roof and electrical systems and the possibility of adding solar to the home.

Conduct an Energy Assessment. During the project, the solar installer contractor must complete a brief home energy assessment. Homeowner utility bills and the energy assessment should be submitted to the Program Administrator. Funds will not be released without verified completion of the home energy assessment.

The Cook County Sun and Save program will help identify additional energy savings opportunities. During this site visit, the contractor will complete a brief energy-assessment and take photos to document areas for energy savings. The energy-assessment must be submitted to the Program Administrator any time prior to ~~when the Solar Installer submits~~ the final invoice for solar installation. The solar installation invoice will not be approved for payment until the Installer has submitted the energy assessment to the Program Administrator.

² Solar Energy Industry Association Solar Business Code. <http://www.seia.org/policy/consumer-protection/seia-solar-business-code>

Submit solar quotes for services (scope of work) to the Program Administrator. The Solar Installer develops a proposal for solar projects and submits the quotes for services/project proposal to the Program Administrator. The Quote for Services includes all turn-key services included in the solar installation job including but not limited to electrical panel upgrades and related electric work; roof repairs and/or replacement. The solar proposal must include proof that an on-site solar assessment was performed. Change-orders will not be accepted by the Program Administrator after a project has been approved. Please provide dated photographs of the roof, electrical panels etc.

The Program Administer will authorize the job if its cost effective, fits within the program guidelines and if funds are available. No solar project proposals will be evaluated until the applicant eligibility is verified and approved. All project costs will be reviewed and approved by the Program Administrator before the Direct Installer or Qualified Installer initiates any work.

Wait for Program Administrator Review. The Program Administrator reviews project scopes of work (solar installation proposals) on an on-going basis. Projects will be either approved, approved with negotiated modification, declined, or entered onto a waitlist. Many projects that have additional work such as roof repairs, replacement and/or electrical work may be put on a waiting list or declined due to program funding/budgets. Work may not begin until Cook County Sun and Save approves the project.

Receive Confirmation to Proceed and Completion Date. Each project will have an anticipated completion date assigned by the Program Administrator in consultation with the Solar Installer. The Installer will provide regular updates to the Program Administrator about project status and provide advance notice and explanation for any delays. Project completion is defined as the date when the system is fully energized. The final scope of work must be approved by both the homeowner and the Project Administrator. The final scope of work is included in agreements between all parties.

Install Solar Systems. In the installation phase, the solar vendor will complete all necessary work according to the scope of work. The Program Administrator will not accept change orders

Assist in the Coordination of Site Visits with the Program Administrator as Requested

SEDAC engineers will verify work complete on many of the jobs. A SEDAC engineer will access the home and system to verify project was complete according to the scope of work. SEDAC will sign-off on work-complete the authorize the vendor to submit the invoice for payment.

Submit invoices within 30 days of system energized.

5.5 Illinois Shines Adjustable Block Program

Program participants in Cook County Sun and Save are not prohibited from participating in the Illinois Adjustable Block Program or blocked from receiving other incentives that are available. The Qualified Installers and the Direct Installer are not prohibited from discussing or helping their customers in Cook County apply to these programs. See Illinois Shines for more information.

Section 6: Forms

6.1 Homeowner Application

Interested homeowners must submit an application to sunandsave@sedac.org. The application will be made available on-line in both English and Spanish at www.smartenergy.illinois.edu/SunandSave/Customer

6.2 Income Affidavit

Applicants must provide proof of income for program eligibility. The application form includes instructions to submit income verification documentation. The Program Administrator will review one of the following from homeowners:

- a) affidavit of income with prior year's tax return for applicant(s) with W2s and 1099s
- b) affidavit of income with recent pay stubs for 3 months for applicant's household members age 18 and older

The Income Affidavit is made available with the Application packet.