



ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
Rod Blagojevich, Governor • Jack Lavin, Director

## **SOLAR ENERGY REBATE PROGRAM**

### **GUIDELINES AND APPLICATION**

**Fiscal Year 2008**

**Submittal Deadline 4:30 pm, April 30, 2008**

**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
BUREAU OF ENERGY AND RECYCLING  
ENERGY DIVISION  
620 EAST ADAMS STREET  
SPRINGFIELD, ILLINOIS 62701**

## SECTION 1

### GENERAL INFORMATION

- 1.1 Purpose.** The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) administers the Solar Energy Rebate Program to encourage utilization of renewable energy and support economic development in Illinois.
- 1.2 Authority.** 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.
- 1.3 Funding.** 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 Eligibility.** Applicants for Solar Energy Rebates must meet ALL of the following eligibility criteria:
- A. Applicants must be a customer of an investor-owned electric or gas utility or a customer of a municipal gas or electric utility or electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in §6-5 of the Renewable Energy, Energy Efficiency, and Coal Resources Development Law of 1997 (20 ILCS 687/6-5).
  - B. Eligible applicants include any type of entity including individuals, for-profit businesses, associations, public and private schools, colleges and universities, and not-for-profit organizations located within the state of Illinois.
  - C. The solar energy system must be installed within the state of Illinois.
  - D. The application must be for solar energy equipment consistent with the following categories (1) or (2). All other types of energy generation systems are ineligible.
    - 1) Any NEW photovoltaic power system that is Underwriters Laboratories (UL) listed or has successfully completed at least one year of field testing and has a rated design capacity in excess of 800 watts.
    - 2) Any NEW solar thermal system that has been approved by the Solar Rating and Certification Corporation (SRCC) or a comparable organization and is designed to produce a minimum of 50,000 Btus per day, or equivalent, or contains at least 60 square feet of collectors. In the case of 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.
    - 3) Remanufactured equipment must have a warranty that meets or exceeds OEM warranty. Documentation must be submitted with the application.
  - E. Applicants who are entities with multiple solar energy system locations will be limited to 10 systems per fiscal year.
  - F. Applicants may receive only one rebate per renewable energy system listed in this section.
  - G. Costs associated with the repair and/or replacement of parts for existing solar energy systems are not eligible.
  - H. Costs associated with the expansion of an existing system: only those costs associated with the expansion of an existing system that are directly related to new panels (equipment and installation) are eligible. Costs associated with new pumps, storage, or any other balance-of-system components for expansion projects, except for new panels, are ineligible.
  - I. Eligible applicants may also utilize federal solar energy tax credits (and are encouraged to do so). However, applications are ineligible if they receive in excess of 30 percent of total project costs

- from any private foundation in direct support for the solar energy system.
- J. The application must be for solar energy systems purchased and/or installed after January 1, 2007.
  - K. All solar energy systems, except those constructed by the homeowner, must be installed by a licensed and insured professional.
  - L. Projects with total costs exceeding \$50,000 are ineligible.

## SECTION 3

### REBATE GUIDELINES

**3.1 Renewable Energy Rebate Term and Application.** Renewable energy rebates will be awarded according to the schedule in Subpart (A) (1) and (2) of this section. Applications shall be printed or typed on the Department's current approved forms included in this document.

#### **A. Term:**

1. Rebate applications under this program will be accepted on an ongoing basis until April 30, 2008. This deadline is necessary to allow the Department to finalize all eligible rebate payments before the close of the fiscal year.
2. Rebate program guidelines are reviewed and/or revised by the Department prior to the beginning of each fiscal year. The Department is under no obligation to consider for funding any rebate application received after the April 30, 2008 deadline.
3. In order to be considered for a solar energy rebate, 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 date of application submittal. If the project is deemed eligible, the applicant will receive a Notice to Proceed Letter and appropriate funds will be held for 90 days from the date of the application. During this ninety (90) day period, system installation must be completed and all rebate documentation must be submitted to the Department. (For more information on the Application Process see Section 3.4 Department Action.)
4. In accordance with Section 2.1 (Eligibility), upon completion of system installation, the applicant must submit a letter to the Department stating that the project was completed as scheduled within the 90-day hold period and in compliance with Section 3.2 (Rebate Categories and Limitations). This letter must include the system installation date and date of system operation, which will complete the rebate application process. If, following the receipt of the Department's Notice to Proceed Letter, an applicant chooses to install a different system, the Department Notice to Proceed Letter will be deemed null and void and the applicant will be required to submit a new application.

**Note: Applicants are encouraged to contact the DCEO project manager at the address listed in this section before proceeding with any potential rebate related costs.**

**B. Application:** Rebate applications will be accepted at the following address:

Illinois Department of Commerce and Economic Opportunity  
Bureau of Energy and Recycling  
Energy Division  
620 East dams Street  
Springfield, IL 62701-1615  
Attention: Solar Energy Rebate  
Program Phone 217/785-3420 (TDD 217/785-6055)

The rebate application must be submitted as one signed original.

**3.2 Rebate Categories and Limitations.** The rebate amount is based on actual 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. The Director reserves the right to waive funding limitations and other program parameters.

**Application Formula**

**Project cost x 0.3 = \_\_\_\_\_ (or \$10,000, whichever is less). This is your rebate amount.**

**3.3 Renewable Energy Rebate Application Documentation.** An application must be complete in order to be considered for rebate funding.

**3.4 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. After receipt of a completed Application for Rebate Funding/Notice of Intent to Install a Qualifying Solar Energy System (per Section 3.1 Renewable Energy Rebate Term and Application), the Department will send a Notice to Proceed Letter to notify the applicant of project eligibility. If an applicant's project is determined to be eligible, the Department will hold funds for eligible costs (per Section 3.2 Rebate Categories and Limitations) for 90 days from the date of the application to allow the applicant to complete project installation and submit all required documentation to the Department. Note that for projects involving new building construction the 90 day period may be extended at the discretion of the Department. 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. The Department reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. 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. 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 Letter.

Upon submittal of an application, the applicant agrees to the following:

- A. Access – Rebate Applicant/Recipient will permit any agent authorized by the Department, upon presentation of credentials, access to the solar energy project site during normal business hours.
- B. The Recipient 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.

**Department of Commerce and Economic Opportunity  
Renewable Energy Resources Program  
Application for Rebate Funding/Notice of Intent to Install Qualifying Solar Energy System**

**A. Owner Information.**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Street Address

\_\_\_\_\_/\_\_\_\_\_  
City State 9 digit Zip Code Telephone Number

\_\_\_\_\_/\_\_\_\_\_  
Project Location/Address (if different from above) County of Project

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Project Manager/Contact Person Telephone Number Fax Number

\_\_\_\_\_  
Applicant Email Address

**A.1. 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 a rebate to the applicant.**

<b>FOR GAS DISTRIBUTION</b>	<b>FOR ELECTRIC DISTRIBUTION</b>
AmerenCILCO	AmerenCILCO
Ameren CIPS	Ameren CIPS
Consumers Gas Company	Commonwealth Edison Company
Illinois Gas Company	Ameren IP
AmerenIP	Interstate Power Company
Alliant-Interstate	Mid American Energy Company
Mid American Energy Company	South Beloit Water, Gas and Electricity Company
North Shore Gas Company	Ameren UE
Nicor Gas Company	Illinois Rural Electric Cooperative
South Beloit Water, Gas, and Electricity Company	Corn Belt Energy Cooperative
The Peoples Gas, Light & Coke Company	Rural Electric Convenience Cooperative
Ameren UE	Adams Electric Cooperative
United Cities Gas Company	Jo-Carroll Energy

**B. System Information.**

_____	_____	_____	_____
Make	Model	Warranty Period	Serial Number
_____	_____	_____	
Year of Manufacture	Date of Purchase	Date of Projected System Installation	
_____	_____	_____	_____
System Size (watts or Btus per day)	Estimated Annual Production	Square Feet of Panels	
_____	_____		
Area / Collector	Tank Size (solar thermal)		

\_\_\_\_\_  
Name, Address, and Telephone Number of Entity that will perform the installation

\_\_\_\_\_  
License Number and Proof of Insurance 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.**

**C. Type of Project.** (Check the appropriate box for proposed project.)

- Solar Thermal (Hot Water Only)
- Solar Thermal Space Heating
- Photovoltaic Cells and Panels

**D. Financing Information.**

Rebate Request \$ \_\_\_\_\_ Total Project Cost \$ \_\_\_\_\_

**E. Appropriation.** The applicant is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this rebate program are contingent upon the existence of a valid appropriation therefore and that no officer shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

**F. Organization/Applicant Legal Status.**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Individual                    | <input type="checkbox"/> Not For Profit Corporation | <input type="checkbox"/> Pharmacy-Noncorporate                         |
| <input type="checkbox"/> Sole Proprietor               | <input type="checkbox"/> Medical Corporation        | <input type="checkbox"/> Nonresident Alien                             |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Governmental               | <input type="checkbox"/> Pharmacy/Funeral<br>Home/Cemetery/Corporation |
| <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Estate or Trust            | <input type="checkbox"/> Tax Exempt                                    |

**G. Organization/Applicant Taxpayer Identification Number.**

SSN (only if individual): \_\_\_\_\_ FEIN (if a business entity): \_\_\_\_\_

**H. Applicant Certifications.**

- The applicant 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
- The applicant certifies that 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).
- The applicant certifies that as of the submittal date, the information provided in this application is accurate, true and correct and the individuals signing below are authorized to submit this application.

\_\_\_\_\_  
Applicant (signature)

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**I. Installer Certification.** 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.**

**J. Project Narrative.** Application must include a narrative summary description of the project, the components used, and the size of the system in terms of watts or Btus produced per day.

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**TO BE COMPLETED BY DEPARTMENT STAFF**

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

- Written Certification of Installation Received
- Copies of Sales Invoice/Receipt Received
- On-site Project Verification Recommended

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

- Eligible
- Ineligible

\_\_\_\_\_  
DCEO Program Manager Signature

Site Visit Date (if On-site verification recommended) \_\_\_\_\_