



**Grant for Residential Energy Efficiency
in Neighborhoods (GREEN)
2026 Participant Guide**

Program Administrator: Craig Schneider

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The City of Batavia, in partnership with Sustained Ability Construction (SAC), and Kane County is pleased to offer the GREEN Program—an initiative to support residential energy efficiency upgrades in our community. Funded through the Single-Use Bag Fee and additional funding through Kane County, this program provides eligible homeowners with a free professional energy audit and the opportunity to apply for grant funding to help offset the cost of recommended improvements. Participation in the program is entirely voluntary and designed to benefit both homeowners and the broader community through reduced energy use and increased home comfort.

This guide outlines the responsibilities, expectations, and processes for residents and contractors participating in the GREEN Program.

It is essential that all parties review and understand the information provided prior to initiating any work or seeking funds.

For Residents

As a participant in the GREEN Program, you are eligible to receive:

- **A free home energy audit**, performed by SAC, including a detailed report with recommendations for improvements.
- **Access to grant funding** to help offset costs of energy efficiency upgrades.
- **Permit fee waivers** for low-income households (under 80% Area Median Income), where applicable.

Your responsibilities include:

- Submitting a signed **Waiver of Liability** form. This document is located on pages 5 & 6 of this document.
- Ensuring your home is in good standing (e.g., no outstanding utility or code violations).
- Coordinating with SAC to schedule and complete your energy audit. SAC will reach out to schedule your audit.
- Notifying SAC of your intent to proceed with upgrades **within one month** of receiving your audit report.
- Sharing what you plan to improve with SAC by providing a proposal from a contractor (if hiring one) or a brief summary of planned work if you are completing it yourself. This must be done prior to work beginning.

- Completing all upgrade work **within 6 months** of the audit delivery date, unless approved by SAC and the City. **Regardless, all work must be invoiced by December 31, 2026 or a timeline extension must be requested to SAC before 5:00pm Central, on December 18th, 2026.**
- Provide a signed resident-contractor agreement. This agreement is located on pages 7 & 8 of this document.

Paying your share of any upgrade costs **directly to the contractor** *before* the city can issue its GREEN program payment to the contractor.

If doing the work yourself:

- You may be **reimbursed for materials only**. Self-performed work requires a paid receipt for reimbursement. No reimbursement will be provided for labor or personal time.
- Permits are still required for *some* types of work.

For Contractors

Contractors participating in projects funded through the GREEN Program must adhere to the following:

- **There is no contractual relationship** between contractors and the City or SAC. The homeowner remains your client.
- The homeowner must inform the contractor **prior to work starting** that a portion of the project will be funded through the GREEN Program and will be paid by the City of Batavia. It is the homeowner’s responsibility to ensure the contractor is aware of the unique invoicing requirements of the project and the net-30 payout intentions.
- Projects must comply with **local building codes** and obtain **any necessary permits** from the City of Batavia.
- Final payment will not be issued until:
 - The homeowner has paid their portion to the contractor in full (if applicable).
 - Required City of Batavia inspections have been completed (if applicable).
 - Complete documentation is submitted and approved by SAC.

Invoicing Requirements:

- The homeowner cannot pay the contractor fully and then be reimbursed by the GREEN program. Green program funds **will only be distributed to the contractor** directly.
- The contractor must issue two separate invoices:
 - One to the homeowner, marked **paid in full**.

- One to the City of Batavia for the **GREEN funded portion**. This should be submitted via SAC, as the Program Administrator.

Failure to follow invoicing instructions or permitting procedures may result in **non-payment of grant funds and the homeowner assuming responsibility to pay the contractor in full**.

By participating in the GREEN Program, residents and contractors agree to follow the procedures and guidelines established to ensure fairness, compliance, and the successful delivery of energy efficiency upgrades in Batavia homes. For questions or additional support, please contact the Program Administrator.

**City of Batavia GREEN Program
WAIVER OF LIABILITY AND ACKNOWLEDGMENT FORM**

Resident Name: _____
Property Address: _____
Phone: _____ **Email:** _____

This Waiver of Liability and Acknowledgment ("Waiver") is executed by the undersigned resident ("Participant") in connection with the Participant's voluntary participation in the Batavia GREEN Program ("Program"), jointly administered by the City of Batavia ("City") and Sustained Ability Construction ("SAC"), the designated Program Administrator.

1. Voluntary Participation

I understand that participation in the Program is entirely voluntary. I have applied to receive a free home energy audit and may be eligible to receive for financial grants toward residential energy efficiency upgrades. Participation in any or all phases of the Program, including but not limited to energy audits and upgrades, is at my sole discretion.

2. Waiver of Liability

By signing below, I agree to release, waive, discharge, and hold harmless the City of Batavia, SAC, and any of their officers, employees, agents, or affiliates from any and all claims, liabilities, damages, losses, or expenses (including legal fees) arising out of or in connection with my participation in the program, including but not limited to:

- Any inspections, audits, or assessments conducted under the Program;
- Any damage to property or personal injury that may occur during the audit or upgrade process;
- Any work performed by contractors, whether or not selected based on audit recommendations;
- Any failure to qualify for or receive a rebate, tax credit, or incentive;
- Any action or inaction by third-party contractors or other participants.

I understand that the City and SAC are not parties to any agreement I may enter into with a contractor for upgrades, and neither the City nor SAC shall be held responsible for the quality, cost, timing, or outcome of any work performed.

3. Acknowledgments

By signing this Waiver, I further acknowledge and agree:

- I am the lawful owner of the property listed above;
- I have read and understood the Program description and participation requirements;
- I am responsible for verifying and maintaining my eligibility (including resolving any outstanding municipal/utility debts or code violations);
- I will pay my share of the upgrade costs not covered by the Program directly to my chosen contractor;
- I will provide appropriate notification to the selected contractor prior to starting work that a portion of the costs will be paid via the GREEN program.
- I understand that funding is limited and subject to availability;

- I understand if I perform the work myself, I am only eligible for materials reimbursement with a paid receipt.
- I understand that the City and SAC may verify improvements through inspections, which I will allow upon reasonable request, and grant funds will not be issued if requirements are not met;
- I understand that failure to submit upgrade intentions within one month of receiving the audit report will forfeit my eligibility for program funding.
- I understand that failure to complete all work within 6 months of the receiving the audit report will forfeit my eligibility for program funding, unless otherwise approved by the Program Administrator prior to 12/18/2026.
- I consent to the City of Batavia and the GREEN Program using my name, image, likeness, and statements in promotional materials related to the program.
- I understand these materials may be shared in print, online, and on social media, and may include photos, videos, or written content.
- I acknowledge that I will not receive compensation for such use and waive any right to review or approve the final materials. The city will make reasonable efforts to coordinate with residents for any promotional activities.
- I understand that any information I provide as part of this program may be subject to disclosure under the Illinois Freedom of Information Act (FOIA). Please note: personal information including personal identifying information, home interiors, home security measures, safety-related information, or other highly personal details are generally exempted from FOIA.
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- I understand I am responsible for any taxes or tax matters arising from my participation in the program.
- By enrolling, participants acknowledge that potential safety risks may exist within a home environment, including but not limited to structural hazards, unsafe utilities, environmental risks, or conditions that may pose a risk of injury or harm. The City of Batavia does not inspect or control private residences and cannot guarantee the safety of any home environment. If, at any time, the home environment is determined to be unsafe or unsuitable for program activities, the City of Batavia reserves the right to exclude or suspend participation until such safety concerns are resolved. This decision is made solely to protect the health and safety of participants, staff, and any other individuals involved.

4. Duration

This Waiver remains in effect for the entire duration of my participation in the Program and survives any conclusion of work or services related to it.

Participant Signature: _____

Date: _____

Print Name: _____

City of Batavia GREEN Program Resident–Contractor Agreement

This Agreement is made this ___ day of _____, _____, by and between:

Resident/Homeowner:

Name: _____

Property Address: _____

Phone: _____ Email: _____

Contractor:

Business Name: _____

Contact Person: _____

Phone: _____ Email: _____

Business License Number (if applicable): _____

1. Purpose

This Agreement outlines the terms under which the Contractor shall perform residential energy efficiency upgrades at the above-listed property under the City of Batavia's GREEN Program (Grant for Residential Energy Efficiency in Neighborhoods). The work shall be based on recommendations provided in the homeowner’s GREEN Program audit report.

2. Scope of Work

Attach agreed upon scope of work provided by Contractor.

3. Permits and Code Compliance

- The (Contractor___ or Homeowner___ or N/A ___) is responsible for obtaining all necessary permits required by the City of Batavia.
- All work shall comply with applicable local building codes and ordinances.
- Work requiring inspection by the City of Batavia must pass inspection before GREEN Program grant funds will be released.

4. Project Timeline

- Notice to Proceed Date _____
- Estimated Start Date: _____
- Estimated Completion Date: _____
- All work must be completed within **6 months** of the homeowner’s receipt of the energy audit, unless otherwise approved by the City of Batavia. Regardless, all work must be invoiced by December 31, 2026.

5. Payment Terms

- The total project cost is \$_____.
- Of this amount, the resident agrees to pay \$_____ directly to the Contractor.
- The remaining amount of \$_____ will be submitted to the City of Batavia for payment through the GREEN Program, **only after the resident's portion has been paid** and all program conditions have been satisfied.

Important: The Contractor must issue two separate invoices:

- One invoice **to the resident**, marked "PAID IN FULL"
- One invoice **to the City of Batavia (via SAC)**, reflecting the GREEN Program's share of the costs

Failure to provide this documentation may result in **non-payment of the grant portion**. All payments from the City are net 30.

6. Dispute Resolution

The Contractor and Resident agree to work in good faith to resolve any disputes that arise. The City of Batavia and Sustained Ability Construction (SAC) are **not parties to this Agreement** and bear no responsibility for disputes, workmanship, or financial obligations beyond the approved grant payment.

7. Insurance and Liability

The Contractor affirms that it carries all necessary insurance, including general liability and, where applicable, workers' compensation coverage. The Contractor shall be solely responsible for any damage, injury, or claims arising from work performed.

8. Signatures

By signing below, both parties agree to the terms and responsibilities outlined in this Agreement.

Resident/Homeowner

Signature: _____

Name (Printed): _____

Date: _____

Contractor

Signature: _____

Name (Printed): _____

Title: _____

Date: _____



KNOW WHEN YOU NEED A PERMIT

Before you pick up a hammer — or a shovel — make sure you're following local rules to keep your home safe and your project on track.

 **Projects That Typically Require a Permit:**

Building a new structure (garage, deck, shed)

Major remodels or additions

Electrical or plumbing work

Window or door replacements (changing size or structure)

Roofing, if replacing structural elements

Fences over a certain height

 **Planning to Dig? Call JULIE First!**

Whether you're planting a tree or installing a fence, you must contact JULIE at 811 at least 2 business days before digging. They'll help locate underground utilities so you can dig safely — it's free and it's the law.

*Not Sure? Don't Risk It. Just Ask!
We're here to help you avoid delays, fines,
and unsafe conditions.*

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www.Bataviail.gov





Program Administrator and Energy Auditor Biography

Craig Schneider is the principal building analyst and owner of Sustained Ability Construction. He will be personally conducting many of the GREEN program's energy audits and is the primary contact for program administration.

Mr. Schneider is a 25+ year architecture professional and home builder. He holds several certifications, including:

- Licensed HERS Rater by the Residential Energy Services Network
- LEED Accredited Professional for over 16 years
- Former Building Performance Institute certifications as a Building Analyst and an Envelope Professional
- Energy Star Rater
- USPTO Patent Holder - Publication No. 2026/0071428A1 Insulated Panels and Methods of Enhancing Thermal Insulation of Structures using Same.

Mr. Schneider successfully administered the inaugural year of the Batavia GREEN Program in 2025. Currently, he serves as a member of the Kane County Climate Action and Implementation Planning team, as well as Batavia's Ad-Hoc Climate Action Planning committee. Schneider regularly implements R&D projects on emerging technology related to energy efficiency and was a consultant on the tightest home in the City of Batavia, with an AC/hr score of 0.11!

Mr. Schneider also formerly co-chaired the Building and Development committee of the Naperville Environment and Sustainability Task Force (NEST) for three years. Other leadership roles included membership on the National Program's Committee for multiple USGBC Greenbuild conferences and Schneider has chaired or founded multiple energy efficiency or Building Science related committees with local Home Building Associations, Chambers of Commerce, and grassroots advocacy organizations.

Contact Information:

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- 630.677.1939