



# Illinois Shines Program Timeline

For indicative purposes only, timing is an estimate and subject to change\*. Utilities and the ICC are independent entities responsible for their own timing. Illinois Shines is the brand name for the Adjustable Block Program – a state-administered incentive program supporting the development of new solar energy generation in Illinois. More information can be found at [illinoisshines.com](http://illinoisshines.com)

## Disclosure Form

Illinois Shines brochure and Disclosure Form are sent (by the AV or Designee) to the System Host prior to signing the installation contract. You must review and sign the Disclosure Form for the Approved Vendor to begin the Program’s application process. This timeline depends on the AV/Designee and System Host.

## ICC Review

The ICC reviews and approves the Renewable Energy Credit (REC) contract between your AV and the Contracting Utility.  
1-3 weeks

## Secondary Application Submission

Your Installer installs the system and works with your Service Utility to interconnect and energize the system prior to the secondary application submission. The AV submits the application to the PA. Review by the PA may take 1- 2 month(s) (see p. 2 for potential delays)



### 1 Initial Application Submission and PA Review

The application is submitted by the AV and is reviewed by the PA which may take 1-2 month(s) (see p. 2 for potential delays)

### 2 REC Contract Execution

Your AV and the Contracting Utility sign a contract for the sale of RECs produced by your system.  
2-3 weeks

### 3 Invoice and Payment

After application verification, the Contracting Utility’s payment to the AV occurs on a quarterly cycle. AV payment to the System Host is dependent on the AV’s timeline and the terms of your contract with the AV.

## Key

### IPA

**Illinois Power Agency:**  
The State Agency charged with administering the procurement of renewable energy resources to meet Illinois’ renewable portfolio standard, including incentives for onsite solar installations and community solar through the Illinois Shines Program.

### ICC

**Illinois Commerce Commission:**  
The State Agency charged with regulating public utilities in Illinois, as well as approving aspects of the Illinois Shines program.

### Service Utility

The utility company in whose service area your system is located. May be different from the Contracting Utility.

### Contracting Utility

The utility company that contracts with your AV to buy the RECs from your system. May be different from the Service Utility.

### REC

**Renewable Energy Credit:**  
The environmental attributes represented by 1 MWh of electricity generated by a renewable generator.

### PA

**Program Administrator:**  
The IPA’s agent responsible for running the day to day operations of the Illinois Shines program. InClima, Inc. has been designated as the Program Administrator.

### System Host

The person(s) or company that owns the building or land on which the system is built. As the customer, you are the system host.

### AV

**Approved Vendor:**  
An entity approved by the Program Administrator to submit system applications and act as counterparty to the Illinois Shines program contracts with the Contracting Utility.

### Designee

**Approved Vendor Designee:**  
A company identified by an Approved Vendor to perform marketing, solicitation, system installation, or other services on its behalf.

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## Potential hold-ups and delays to be aware of

There are 6 phases in the application submission and approval process, with several steps in each phase. This is a brief explanation of the phases and the timing of each phase.

### 1 Disclosure Form

The Disclosure Form is created by the AV or Designee and is sent, along with the Illinois Shines brochure, to the System Host who then reviews and signs the form electronically or by wet signature. You must review, understand, and sign the Disclosure Form before you sign your installation contract. Once the Disclosure Form is signed the application is created and completed by the AV. Your AV cannot submit your system application without a Disclosure Form signed by you. Please note that your installer/sales firm may not be your AV. (This initial application is also called the "Part I application"). *The timeline for this step depends on AV Disclosure Form distribution and receipt.*

### 2 Initial Application Submission and PA Review

Next, the AV completes the Program's system application and groups it with other applications to submit to the PA as part of a "batch." The PA reviews and verifies applications within that batch. If there are errors in an application, the AV has 14 days to correct the errors. Please note that the batch must be fully reviewed (with projects either verified or rejected) before the batch goes onto the next phase. *1 - 2+ month(s) depending on application volume and AV response time.*

### 3 ICC Review

The PA then sends the completely verified batch of system applications to the ICC for approval. The ICC meets approximately every 2 weeks and the applications must be submitted 8 business days prior to their meeting. *1-3 weeks, subject to ICC meeting schedule*

### 4 REC Contract Execution

After ICC approval, the Contracting Utility sends a partially executed REC contract\* to the AV (likely within 1- 2 weeks of ICC approval), the AV countersigns and returns the REC contract to the Contracting Utility (must occur within 7 business days of receipt of REC contract). Within 30 days of ICC approval, the AV must post 5% collateral with the Contracting Utility unless the project qualifies to have collateral withheld from the first REC payment. (\*note that for an AV who had previously had projects contracted with the Contracting Utility this takes the form of a new product order added to an existing contract). *3-4 weeks*

### 5 Secondary Application Submission and PA Review

To receive payment, the system must be energized. For energization, the System Host/Designee/AV will request approval for interconnection and your Service Utility will interconnect the system to the grid and provide net metering services. This approval may occur prior to the submission of the initial application, but not prior to June 1, 2017. After ICC approval and interconnection, the AV then submits the second part of the system application (which includes the final system details post-build and documentation). If all secondary submission requirements are met, the PA verifies the application, if not, the AV has 14 days to correct deficiencies with the application. This submission is also known as the "Part II submission". *1 - 2+ month(s) depending on application volume and AV response time.*

### 6 Invoice and Payment

Invoices under the REC contract between the AV and the Contracting Utility are created and issued on a quarterly cycle (between the 1st and 10th of September, December, March, and June) for energized systems that have had their secondary application submission verified by the PA by the last business day of the preceding month. If the AV has previously had an invoice paid by the Contracting Utility, the payment to the AV will be made by the end of that month. Otherwise, payment will be made by the end of the following month. Payment of some or all of these funds from the AV to the System Host is subject to the AV's timetable and the terms of your contract. *Contracting Utility Payment to AV occurs quarterly. Contact your AV for their payment schedule under your contract.*

#### Disclosure Form signature-

The Disclosure Form must be accurate and signed by you! If you see errors on the Disclosure Form, please notify your AV/Designee and request a corrected Disclosure Form before signing. You are not obligated to sign the Disclosure Form, but your system cannot be submitted to the Program without a signed Disclosure Form.

#### Application Errors-

If your application has errors, those errors may hold up processing time, in such cases, the PA sends information requests to the AV seeking the correction of any errors. Please work with your AV to resolve any errors to ensure an accurate and truthful system application.

#### Waiting for other applications-

Your application's entire batch must be reviewed (with projects either verified or rejected) before it can move to the ICC for approval. Consequently, errors found within other applications in the same batch can cause a delay in processing your system application.

#### System energization-

Onsite systems are allowed up to 12 months after approval to complete development and energization. Applications are often submitted into the Program for systems that are not yet energized, but payments will not be made for systems until energization is verified.

#### Invoicing-

Invoices delivered by the AV to the Contracting Utility under the REC contract are created and issued on a quarterly cycle. Additionally, the Contracting Utility has an additional month to pay the AV after receipt of the invoice - meaning that even if a system is energized, payments may not be made until a quarterly invoicing cycle is complete. Expected REC payments for systems less than or equal to 10 kW are paid in full on the first invoice, while systems larger than 10 kW are paid 20% on the first invoice and 5% quarterly for the next 4 years. Payment from the AV to the System Host is subject to the AV's timeline and the terms of your contract.