



# Illinois Shines Ongoing Program Requirements *Part 2*

Presented by Energy Solutions

# AGENDA

## Illinois Shines Ongoing Program Requirements *Part 2*

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# 1. Community Solar Subscriber Verification

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# Community Solar Subscriber Verification

Subscriber verification is performed by the Program Administrator over the course of the REC Contract to ensure projects are meeting sufficient subscription levels and mixes. Additionally, these levels directly impact the REC invoices and payments issued to the Approved Vendor.

For each verification, workbooks containing Disclosure Form information are created by the Program Administrator and the Approved Vendor updates the workbooks in SharePoint with subscriber details. The Program Administrator will then verify subscribers using utility-provided subscriber data.

## Part II Verification

All Community Solar projects are subject to subscriber verification at Part II application review. During this review Approved Vendors will share Disclosure Forms and finalize subscriber details with the Program Administrator.

- To receive REC payments, at least 50% of the capacity of the project must be subscribed at the time of Energization including a minimum of 50% small subscribers. Such payment will be based upon a project's percentage subscribed as outlined in the applicable REC Contract and will be reviewed and updated per the terms in that REC Contract.

# Community Solar Subscriber Verification



## Quarterly Reporting

For 15-Year REC Contracts (CDCS), the Approved Vendor will report subscription levels on a quarterly basis during a project's first year.

- The first Quarterly Report is due in the month after the first full quarterly period after Part II verification.
- Each project will submit a total of four quarterly reports over four consecutive quarters. After the fourth and final Quarterly Report has been submitted, the project will move to an annual subscriber verification process as part of Annual Report requirements due in July.



## Semi-Annual Subscriber Verification

For 20-Year REC Contracts (TCS), the Approved Vendor will report subscription levels on a semi-annual basis throughout the term of the contract.

- The semi-annual subscriber verification is due in June and December starting after Part II verification.



## Annual Reports

Each year, Approved Vendors submit project subscriber information as a part of the Annual Report. Projects that have completed all four Quarterly Reports will be subject to an annual subscriber verification.

## 2. Inspection Process – Overview

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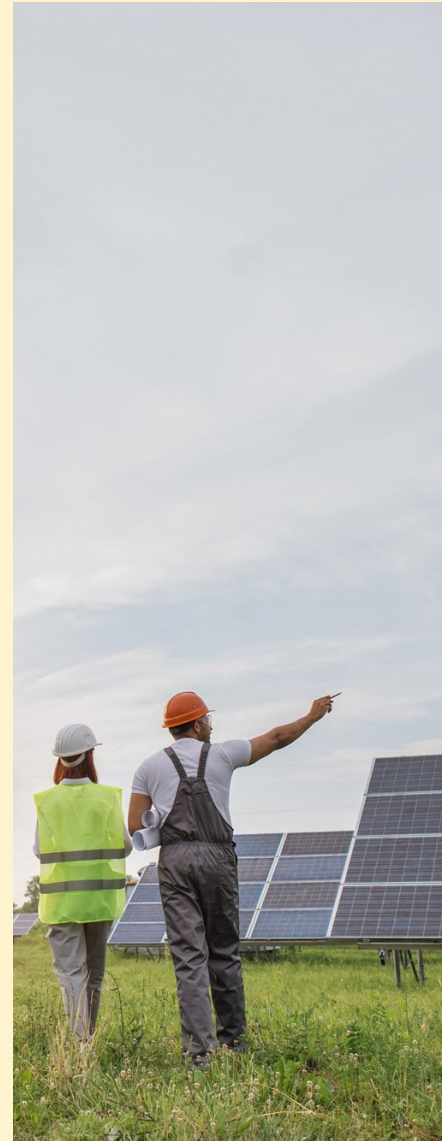




# Inspection Process – Overview

## Process overview

- The Illinois Power Agency (IPA) reserves the right to physically or virtually inspect any project submitted to the Program for any reason, including verification of compliance with prevailing wage requirements.
- Inspections will be scheduled in advance but may occur at any time the project is in the Program.
- In addition to verifying the accuracy of submitted Part II information, the inspection process is designed to verify that installations meet the Program requirements as outlined by the Program Guidebook.
- If the technical information verified during an inspection does not match the information reported as part of the project application, the inspection report will include a deficiency notice.
- Deficiencies will be classified as Minor or Material based on the degree to which the information reported misaligns with the technical information verified by the inspector.
- Material deficiencies identified in the inspection report will require remediation by the AV or installer.
- State and local code compliance is not included in the inspection process.



# Inspection Process – Project Selection

## Selection Criteria and Inspection Quantities:

**All Part II Verified applications will be eligible for inspection to ensure compliance with Program requirements and guidelines, regardless of project size**

- New AVs will receive an inspection for at least one of their first five projects
- Small Distributed Generation (DG,  $\leq 25$  kW): Inspection of 1.5% of Verified Part II applications
- Large Distributed Generation and Public Schools: Inspection of 5% of Verified Part II applications
- Community Solar: Inspection of 25% of Verified Part II applications
- While projects will be randomly selected, inspection quantities will reflect AVs' and installers' project volume in the Program

## **As-needed inspections, including but not limited to the following:**

- AVs working with multiple Designees may warrant additional project inspections
- Projects using energy storage systems may warrant an on-site or virtual inspection
- Projects identified by the application processing, technical review, or Consumer Protection teams





# Inspection Reports & AV Responsibilities

## Inspection Reports

- Inspection reports will have two parts:
  - Verification of technical information submitted with the Part II application – this portion of the report will be shared with the system, owner/host, the project AV, and installer
  - Workmanship best practice recommendations – this portion of the report will be shared with the AV and installer
- The report will be generated and delivered within 15 business days of the inspection's occurrence

## AV Responsibilities

- Customers are expected to be informed of the possibility of an inspection by the AV. It is the AV's responsibility to ensure customer compliance if that AV's system is selected for inspection
- If an inspection report includes a Material Deficiency Notice, the AV will have five business days to submit their action plan to correct the deficiency
- After the approval of the action plan by a senior member of the inspection team, the AV will provide proof of completion of the action plan to cure the deficiency (or deficiencies) no later than the 20-business-day deadline
- Failure to provide an action plan and or remedy the material deficiency will result in the removal of the project from the REC Contract or disciplinary action upon the AV





# Knowledge Check!



## Q1. When are Community Solar projects subject to subscriber verification?

- a. At Part II application review
- b. At any point prior to Energization
- c. At Part I application review
- d. After receipt of the first REC payment





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## **Q2. What is the inspection process intended to verify? Select all that apply.**

- a. The installation's compliance with state and local codes
- b. The accuracy of submitted Part II application information
- c. The installation's fulfillment of Program requirements
- d. Both b and c



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**Q3. True or false: It is the customer's responsibility to ensure compliance with Program inspection if selected for inspection.**



**Q3. True or false: It is the customer's responsibility to ensure compliance with Program inspection if selected for inspection.**

**False**

**[It is the AV's responsibility to ensure customer compliance if the AV's system is selected for inspection]**

# 3. Approved Vendor & EEC Renewal

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# Approved Vendor and EEC Renewal

***"Approved Vendors must renew their approval once a year. Failure by an Approved Vendor to follow the requirements of the Program could result in the entity having its status as an Approved Vendor suspended." - Program Guidebook, page 25***

- AV renewal occurs annually
- You will receive an email from the Program Administrator notifying you of your upcoming renewal both the month before and the month of its due date
- The AV Renewal Application is very similar to the initial AV Application you submitted to enter the Program, and undergoes the same review process
- Required Supplemental Documents for AV Renewal:
  - Illinois Secretary of State Statement of Good Standing Dated within the past 12 Months
  - DG Installer Certification from the ICC (if applicable)
  - Proof of PJM-GATS aggregator account or M-RETS account ownership
  - A representative sample of your company's marketing resources



## ***EEC Renewal also occurs annually***

- During your annual AV renewal, you will be asked to confirm your EEC status
- If you qualify based on primary residence, you will be asked to confirm your address for verification by the Program Administrator

# Inactive / Withdrawn Status

*AV may decide to withdraw from the Program or request inactive status rather than renew their registration. Becoming withdrawn or inactive as an AV does not impact the entity's eligibility to act as a Designee.*

AVs may **withdraw** from the Program if:

- They never submitted any project applications;  
OR
- They no longer have any active projects, including Community Solar projects, under the Program, and do not plan to submit future projects.

AVs who successfully withdraw from the Program will not have to file an annual AV Renewal Application, MES Compliance Plan, or Annual Report.

*An AV can notify the Program Administrator that it would like to withdraw or become inactive at any point in the Program Year. The Program Administrator will request additional information needed to process the request.*

AVs may request **inactive status** if:

- The only active projects the AV has are *Part II Verified* and *ICC Approved* and are currently in the REC delivery period specified in the applicable REC contract;
- The AV has no active Community Solar projects in the Program; AND
- The AV confirms it has no plans to submit any additional projects for Program approval.

AVs who are granted inactive status will not have to file an annual AV Renewal Application or an MES Compliance Plan. The AV will continue to be required to file Annual Reports for all Energized DG projects that have REC contracts and will have to confirm contact information on an annual basis.

## 4. Designee Registration & Renewal

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# Designee Registration & Renewal



## Registration

- Complete the Designee Request Form located on the website
  - This will ask for company information, acknowledgment of the business relationship with the Approved Vendor, and identify the type of services the Designee will provide
  - Designees will attest to having read the Program Guidebook and Consumer Protection Handbook
- This form must be submitted to [admin@illinoisshines.com](mailto:admin@illinoisshines.com) by the Approved Vendor or parent Designee the registrant will be working with
- MES Compliance Plan submission is required to register, unless the Designee is also registering as an EEC



## Renewal

- Required for all Designees registered in the Program before August 1 of that Program Year
  - Due November 30
- Designees will submit the Designee Renewal Form and send their training materials and certifications showing that their agents have been trained in accordance with Program requirements to [admin@illinoisshines.com](mailto:admin@illinoisshines.com)
  - PowerPoints, handouts, certificates of completion for training, etc.
  - If no training materials are used, Designees are asked to provide a written explanation to [admin@illinoisshines.com](mailto:admin@illinoisshines.com)

# 5. Designee Management Plan

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# Designee Management Plans

- Approved Vendors are responsible for managing and actively supervising their Designees (including nested Designees) and ensuring compliance with all Program requirements. It is imperative that Approved Vendors successfully and consistently perform this oversight of their Designees as it is often Designees who have the most direct contact with consumers.
- Every Approved Vendor that works with or uses Designees is required to have and follow a Designee Management Plan.
- Requirements found in Section X.B.1 of the [Consumer Protection Handbook](#).
- Designee Management Plans are required when you begin working with a Designee. If you never work with a Designee, you need not create and maintain such a Plan.
- Approved Vendors must provide the Program Administrator with a copy of its Designee Management Plan(s) upon the Program Administrator's request.



# Designee Management Plans

- Currently, Program Administrator requests for Designee Management Plans occur in connection with Designees (or Approved Vendors) receiving a Notice of Potential Violation
- Submission of Plan in any format is acceptable (although most Plans submitted to date are in Word or PDF)
- Common issues in Plans submitted to date:
  - Missing criteria
  - Partially responsive explanations
- Ensure all criteria outlined in Consumer Protection Handbook are included in Plan
- Program Administrator will provide Approved Vendor with an opportunity to cure any deficiencies
  - As always, timely responses to follow-up requests are appreciated and required







# Knowledge Check!



## Q4. How does the AV Renewal Application differ from the initial AV Application submitted to enter the Program?

- a. The AV Renewal Application is the same
- b. The AV Renewal Application is very similar, with several supplemental renewal materials
- c. The AV Renewal Application has the same informational requirements but undergoes a different review process
- d. The AV Renewal Application has different requirements and undergoes a different review process



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- b. The AV Renewal Application is very similar, with several supplemental renewal materials
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- d. The AV Renewal Application has different requirements and undergoes a different review process



## Q5. What documentation is required for Designee registration?

- a. Company information, acknowledgment of the business relationship with the AV, and identification of the type of services the Designee will provide
- b. Marketing collateral, a detailed business plan, and a profit and loss statement for the past three years
- c. The Designee's brand style guide and an overview of their business structure
- d. Documentation of fair and equitable hiring practices



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**Q6. True or false: Every Approved Vendor that works with or uses Designees is required to have and follow a Designee Management Plan.**



**Q6. True or false: Every Approved Vendor that works with or uses Designees is required to have and follow a Designee Management Plan.**

**True.**

**[Every Approved Vendor that works with or uses Designees is required to have and follow a Designee Management Plan.]**

# Thank you!

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Comments or questions?

Email: [Admin@IllionisShines.com](mailto:Admin@IllionisShines.com)

