



Illinois Shines

Building Our Solar Future

Approved Vendor Registration and Renewal

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AV Registration Manager

Approved Vendor Role

Key Approved Vendor (“AV”) responsibilities include:

Renewing AV status annually.

Submitting project applications to the Program Administrator.

Serving as the contractual counterparty with the utility on the Renewable Energy Credit ("REC") Contract.

Providing ongoing information and reporting.

Failure by an Approved Vendor to follow Program requirements could result in disciplinary action, which could lead to the entity losing the ability to participate in the Program.

Registering as an Approved Vendor

Submit an application for consideration and review by the Program Administrator.

- The application can be found on the [Become an AV or Designee](#) page
- [Microsoft Forms](#)
- 30 minutes to complete
- Required information in the application form includes:
 - ✓ Company background
 - ✓ Vendor classification and project types
 - ✓ Legal and Regulatory Information and customer complaints
- Applicants also need to submit a few required supplemental documents

The screenshot shows the Illinois Shines website. The header includes the logo and navigation links for 'Vendors & Designees', 'AV & Designee Resources', and 'Vendor Updates'. A search bar is also present. The main heading is 'Become an AV or Designee' with sub-links for 'Requirements to Become an Approved Vendor', 'Requirements to Become A Designee', and 'What is an Equity Eligible Contractor (EEC)?'. The section 'Requirements to Become an Approved Vendor' is highlighted, containing text about the application process and a list of required documents. An image of two people in hard hats reviewing documents is also visible.

Requirements to Become an Approved Vendor

To become an Approved Vendor, interested entities need to complete and submit an **Approved Vendor application form**, which will be reviewed and approved by the Program Administrator. The approval process must be completed before any project applications can be submitted by an Approved Vendor to the Program.

Prospective Vendors should review these materials which outline how the Program works and requirements for participants:

- Approved Vendor Application
- Program Guidebook
- Consumer Protection Handbook
- Distributed Generation Contract Requirements
- Community Solar Contract Requirements
- Illinois Shines Process Guide
- 2024 Long-Term Plan, including Chapter 7, "Illinois Shines (Adjustable Block Program)"
- Minimum Equity Standard
- Prevailing Wage Requirements

As outlined in the Program Guidebook, Approved Vendors are required to renew their approval once a year, and should complete this **Approved Vendor Renewal Application**.

December 2023 Stakeholder Feedback Request – AV Application

The screenshot shows an email notification from Illinois Shines. The subject is 'Illinois Shines - New Approved Vendor Application PY 2024-25'. The body of the email thanks the recipient for their interest and provides detailed instructions on the application process, including the need to complete the application within 30 minutes and the timeline for review. It lists the categories of information and documents required for the application.

Illinois Shines - New Approved Vendor Application PY 2024-25

Thank you for your interest in registering as an Approved Vendor for Illinois Shines!

The following application is to be completed by entities applying to become new Approved Vendors. The application takes about 30 minutes to complete and must be finished in one sitting as progress cannot be saved. Once an application is submitted, it will be reviewed by the Program Administrator within four (4) to six (6) weeks, and you will be contacted if any further information is required. Please know that you are required to respond to any requests for additional or clarifying information by the Program Administrator within 14 days. Any failure to respond within this timeframe may result in the rejection of your Approved Vendor application and prevent you from re-applying for a period of six (6) months.

In order to complete this application, you will need information in the following categories:

- Company background (ownership structure, contacts, EIN, shareholder list, service territories)
- Vendor classification and project types (affiliations with other Approved Vendors, Designees, application types)
- Legal and Regulatory Information and customer complaints (history of sanctions, bankruptcy, audit findings, fraud, customer complaints)
- Equity Eligible Contractor (EEC) *if applicable* (contact info, categories under which you seek EEC Certification)

Additionally, you will need to submit the following documents:

- Illinois Secretary of State Statement of Good Standing Dated within the past 12 Months
- Distributed Generation Installer Certification from the Illinois Commerce Commission (ICC) (if the entity will be installing Distributed Generation solar projects)
- Documentation of either PJM-GATS aggregator account or M-RETS account
- A representative sample of your company's marketing resources (print, website, social media, etc.)
- Equity Eligible Contractor (EEC) Attestation (if applicable)

You will also need to have submitted a Minimum Equity Standard (MES) Compliance Plan (<https://forms.office.com/r/qvDmuW5Z74>)

Please reach out to admin@IllinoisShines.com with any questions.

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Registering as an Approved Vendor



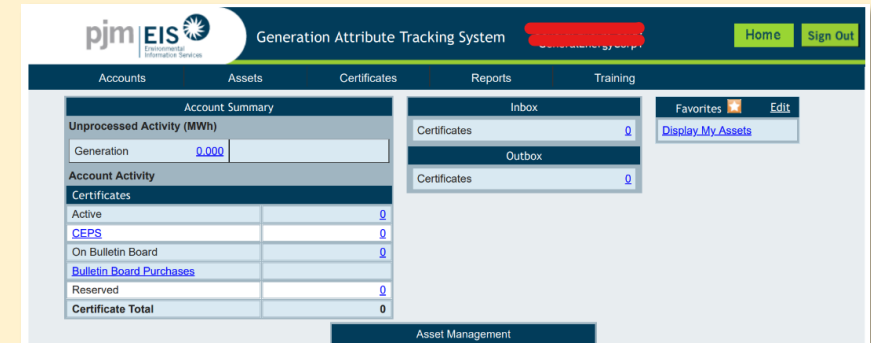
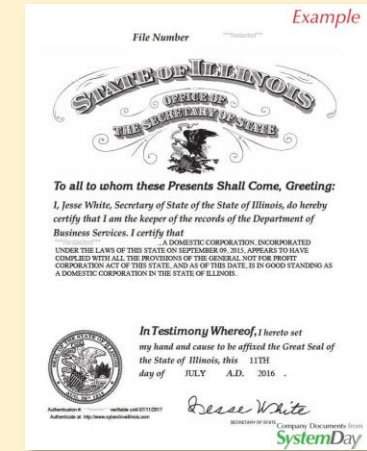
AV applications are reviewed by the Program Administrator within 4 – 6 weeks from the time of application completion.

Entities are contacted via email (from admin@illinoisshines.com) if any further information is required.

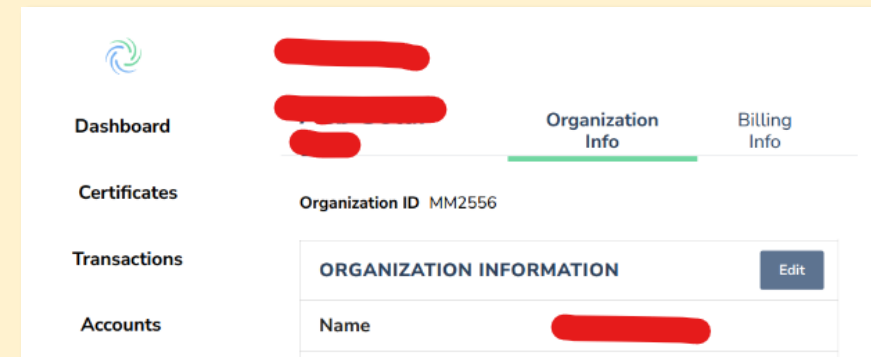
Required Documents for Registering as an Approved Vendor

Below are the following supplemental documentation to the Program Administrator:

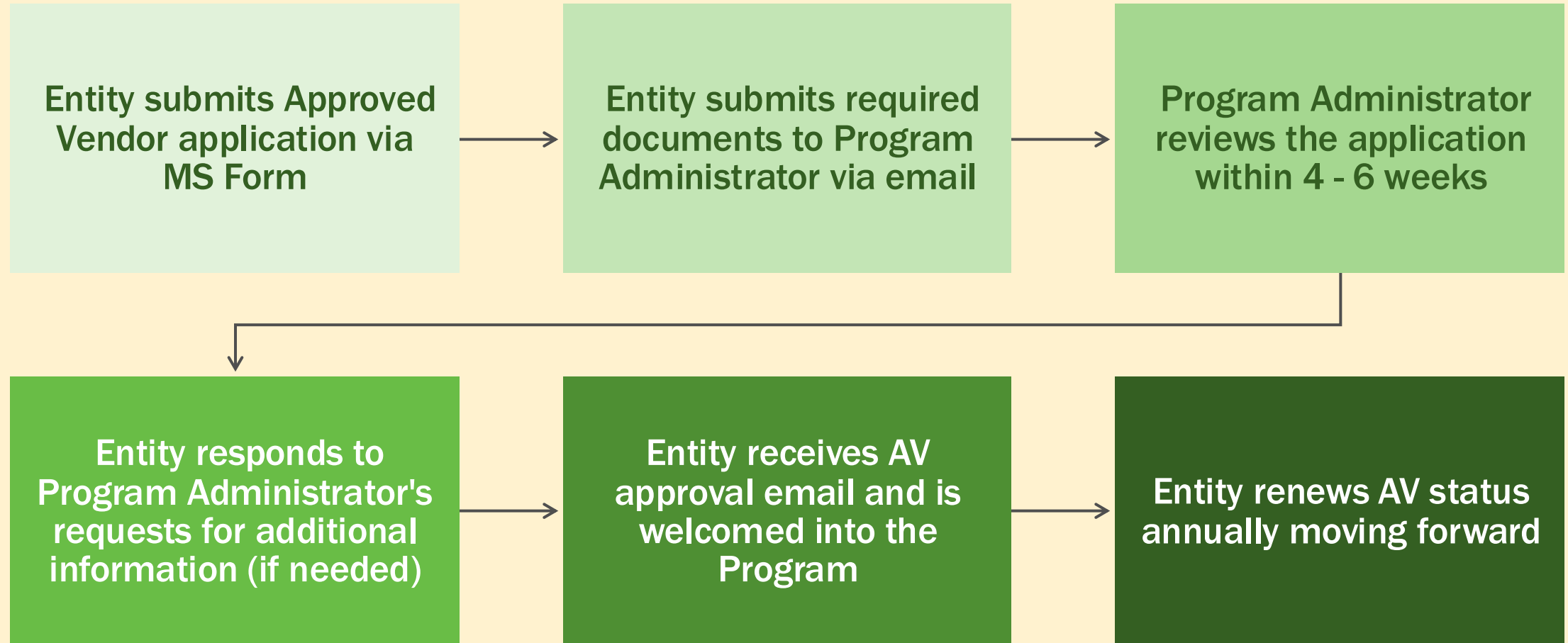
- Illinois Secretary of State Certificate of Good Standing dated within the past 12 months.
- Distributed Generation ("DG") Installer Certification from the ICC (if the entity will be installing DG systems).
- Proof of PJM-GATS aggregator account or M-RETS account ownership.
- A representative sample of the company's marketing resources.
- Submission of Minimum Equity Standard ("MES") Compliance Plan for the current Program Year.



Submit to the Program via email to admin@illinoisshines.com



Approved Vendor Registration Steps



Approved Vendor Registration FAQs

What is a SPAV?

- A Single Project Approved Vendor ("SPAV") is an AV that intends to submit only a single project to the Program.

Do I need to provide a DG Installer Certification from the ICC?

- If your organization is not involved in the actual installation of these systems, you do not need to provide the DG Installer Certification at the time of application to the Program. Many AVs subcontract this work out to Installer Designees.



Approved Vendor Registration FAQs

The AV application asks if the company is affiliated with existing AV or Designees. How does the Program define "affiliated"?

- For the purposes of the AV application, an "affiliated company" is one that:
 - Has 10% or more ownership stake in the applicant company,
 - The applicant has a 10% or more ownership interest in,
 - Has a partner, officer, director, member or manager in common with the applicant company, OR
 - Has a common parent company with the applicant company



Approved Vendor 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

Program Guidebook

Illinois Shines (Adjustable Block Program)

Released April 18, 2024*



*Updated to conform with the ICC's Final Order on the IPA's 2024 Long-Term Plan dated February 20, 2024 (Docket 23-0714) NOT EFFECTIVE UNTIL 2024-25 PROGRAM YEAR

Approved Vendor Renewal



AV renewal occurs annually.

Each AV's renewal date is at the end of the month of initial approval. (e.g., if an AV was approved on January 12, 2023, their renewal date would be January 31 of each subsequent year).



You will receive an email from the Program Administrator notifying you of your upcoming renewal.

The month before AND the month of its due date.

Subject line "Action Required: AV Renewal."

The AV Renewal Application is very similar to the initial AV application that was submitted to enter the Program and undergoes the same review process.

Inactive and Withdrawn Status

An AV can notify the Program Administrator that it would like to withdraw or become inactive at any point in the Program Year.

AVs 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.



Inactive Status

AVs may request Inactive status if the AV:

- DG projects have been Part II approved; AND
- Does not have any Community Solar projects currently under an Illinois Shines REC contract **or** that will in the future be under an Illinois Shines REC Contract; AND
- Will not serve as an Approved Vendor or submit Program applications for any additional projects.

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.



Withdrawn Status

AVs may request Withdrawn status if the AV:

- Never submitted any project applications; OR
- No longer has any projects under an active REC Contract **and** does not plan to submit any additional projects to the Program.

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



Thank you for watching!

For questions or assistance:

Email: admin@illinoisshines.com

Phone Number: (877) 783-1820

