



There are 6 phases in the application submission and approval process, with several steps within each phase

Estimated Time

Subject to AV's timeline

Part I submission subject to AV's timeline

1 - 2 months for PA Part I application review

Projects are sent to ICC 1 - 3 weeks after Batch of verified by the PA

The contract is assigned and signed 3-4 weeks after ICC approved Batch

Part II Application is submitted after energization

Part II Application submission is subject to AV and installation timelines

1 month for PA application review

Utility Payment quarterly after Part II application verification

AV Payment to Customer subject to AV Contract

Disclosure Form

- The disclosure form is created by an Approved Vendor (AV) or a Designee of an AV
- The disclosure form must be sent to system host (along with the Illinois Shines program brochure) before they sign their installation contract
- The system host signs the disclosure form either electronically or by wet signature
- Once the form is electronically signed or completed and uploaded by the AV, the application is automatically created. The AV is required to complete all 5 steps of the Part I application and upload all required documentation before submitting it for payment
- Estimated time: Subject to AV's timeline for application submission*

Part I

- The AV batches the application along with other projects and submits them to the Program Administrator (PA) via the ABP website
- Once the batch of applications is submitted, an invoice will be issued, and the AV will designate their payment method
- After the payment is received, the batch of applications will be reviewed in the order in which they are received. The PA will verify the Part I applications in the submitted batch if all the requirements are met. If there are errors or discrepancies in the application or with the documentation, the AV has 14 days to cure deficiencies. Projects that do not have their deficiencies cured will be removed from the batch. At least 75% of the batch (by capacity) must be verified for the batch to proceed to the next phase
- Estimated Time: 1- 2 months for application review; Applications in the same batch that require additional information will delay the entire batch of applications from moving forward. Timeline may fluctuate based on current application volume and AV response time to information requests*

ICC Review

- The PA sends the completedly verified batch to the Illinois Commerce Commission (ICC) for approval at least 8 business days prior to the ICC meeting at which the batch will be considered for approval
- REC contract for all applications in the batch assigned to the contracting utility by the PA
- The batch of projects goes before the ICC for approval at the ICC open meeting which occurs approximately every two weeks
Meeting schedule: <https://www.icc.illinois.gov/meetings/calendar.aspx>
- Batches will be reviewed by the ICC before the REC contract is approved by the ICC to be executed by the contracting utility and AV
- Estimated Time: 1- 3 weeks for ICC submission then approval*

Contract Execution

- Once a batch is approved by the Commission, the applicable utility will execute the contract (or Product Order)
- Utility sends a partially executed REC contract (or Product Order) to the AV (likely to occur within 1- 2 weeks of ICC approval)
- AV countersigns and returns REC contract (or Product Order) to the utility (must occur within 7 business days of receipt)
- Approved Vendors that do not execute an ABP contract (or Product Order) after project selection, submission to the Commission for approval, the Commission's approval, or the utility's execution may face disciplinary measures impacting their status as an Approved Vendor in the Program moving forward
- Within 30 business days of the ICC approval, the AV must post 5% collateral with the utility unless the project qualifies to have collateral withheld from the first REC payment
- Estimated Time: 3-4 weeks*

Energized Projects

- Part II Applications for energized projects may be submitted by the AV via the ABP website after contract assignment
- Estimated Timeline: Subject to AV's timeline
- The AV will establish an irrevocable standing order in GATS or M-RETS after ICC approval and contract signing

Non-Energized Projects

- Distributed Generation projects have 12 months to complete development and energization
- Community Solar projects have 18 months to complete development and energization
- Certain extensions are allowed. See Section 5 of the Program Guidebook for more information
- Estimated Time: Subject to project installation and energization timeline*

Part II Submission

Part II Verification

- PA verifies the Part II application if all requirements are met. If there are errors or discrepancies in the application or the documentation submitted, the AV has 14 days to cure deficiencies
- Upon Part II verification the Schedule B is created (Schedule B is the document that contains the final specifications of the project within the REC contract)
- The AV's choice to withhold a project's collateral from the first REC payment for that project (or from the only REC payment for small DG projects) may be made only after the project is certified by the Program Administrator as developed and energized with the verification of the Part II Application
- Estimated Time: About 1 month for Part II application review; Applications with Need Info requests will delay approval timing. Timeline may fluctuate based on current application volume and AV response time to Need Info requests*

Invoicing and Payment

- Invoices are created only for energized projects with Part II Applications that have been verified by the PA prior to the end of the invoicing month
- The invoice is created and issued for the utility by the AV from the AV's vendor dashboard under 'Invoices' between the 1st and 10th of September, December, March, and June
- The AV will submit the invoice to the utility, which is separate from generating the invoice in the vendor dashboard. Generating the invoice in the AV's vendor dashboard does not qualify as submitting it to the utility
- The utility will pay the invoice by the last business day of the month following invoice submission - if it's the first invoice under a given REC contract. Otherwise, for subsequent invoices, the payment will be made by the last business day of the month the invoice was submitted
- For distributed generation systems <=10 kW, the REC contract provides for a one-time payment for the full 15 years of REC deliveries with the first invoice after Part II verification. For distributed generation systems over 10 kW, twenty percent (20%) of the total contract value is paid with the first invoice after Part II verification. The remaining balance (80%) is paid in equal installments over the following sixteen quarterly periods
- For Community Solar systems, payments are made on the same schedule as larger distributed generation systems. These payments will also include adjustments for the system's subscription level
- If the AV has submitted a formal written request to the contracting utility via the utility's contact information found in Section 13 of the Master REC Cover Sheet for the 5% collateral under the REC contract to be withheld from the end of the 15-year contractual period for the last system in that batch
- The timing of the payment from the AV to the solar project owner is subject to the AV and the terms of their contract with the system owner*

*Please note that aspects of the Program design are currently undergoing review and updating and are expected to change in late winter/early spring of 2020. This timeline will be updated at that time to reflect those changes.

KEY

AV = Approved Vendor
 PA = Program Administrator
 ICC = Illinois Commerce Commission
 Designee = Approved Vendor Designee: a company identified by an Approved Vendor to perform marketing and/or project installation on its behalf
 Utility = Contracted Utility under the REC Contract