

ILSFA Advisory Committee Governing Document

1. Objectives and Scope of Activities

The ILSFA Advisory Committee will meet to discuss and explore ideas to advise the Illinois Power Agency (IPA) on updates to the ILSFA program, with the goal of increasing program participation by providing relevant expertise to inform ongoing program development and improvements. The Advisory Committee meetings are intended to:

- 1) Foster meaningful and informed conversation between all program stakeholders and agencies
- 2) Provide education or information regarding participation in the program
- 3) Encourage stakeholder and public feedback, and
- 4) Develop and propose incremental improvements to the ILSFA program.

Ultimate decisions, on if or how to implement changes to the ILSFA program based on Advisory Committee discussions, will remain with the IPA.

2. Description of Duties

The Advisory Committee will discuss issues raised from those involved in ILSFA programming and provide expertise and advice to the IPA and the ILSFA Program Administrator on the following areas:

- a. The four ILSFA sub-programs
- b. The Pilot Program on Home Repairs and Upgrades and the Residential Program Delivery Pilot
- c. Coordination with energy efficiency programs
- d. Outreach and Grassroots Education
- e. Environmental Justice Communities
- f. Energy Sovereignty implementation
- g. Job Training requirements, workforce development opportunities and support for small and emerging businesses
- h. New Federal and State policies impacting ILSFA programming
- i. Other issues as they arise

3. Agency to Whom the Committee Reports

The Advisory Committee will discuss and inform the IPA and Program Administrator's development and implementation of incremental improvements to ILSFA programming. The IPA will hold the final decision on if or how to implement changes to the ILSFA program in response to Advisory Committee discussions.

4. Estimated Number and Frequency of Meetings

To ensure full Advisory Committee meetings are accessible to all those involved statewide, meetings will always have an online option, even if there is possibility to convene in person.

The full Advisory Committee will meet at least once each quarter.

Subcommittees will address specific topics on a regular basis, with a target of one subcommittee or full committee meeting once a month. Which group meets, either the full committee or a subcommittee, will vary dependent upon the priorities determined by the Advisory Committee in conjunction with the IPA and the Program Administrator as issues arise.

The IPA will create an email list for interested parties to keep informed of Advisory Committee activities and will post the attendee lists, schedule, and materials for meetings on the IPA and Illinois Solar for All websites in advance of the meetings.

5. Expectation of Attendance

Members involved in the Advisory Committee and their respective subcommittees should expect to participate in 6-10 meetings per year.

In the event a member is unable to attend a meeting, they may send a replacement, if possible. For example, if a representative from a specific organization cannot attend, they may have another representative from their organization attend the meeting. Regular attendance is an expectation of membership in the Advisory Committee; if a member is consistently absent for meetings, actions may be taken by the IPA to ensure representative participation goals are fulfilled.

6. Membership and Designation

The composition of the following membership categories is meant to foster equitable participation by all parties involved in ILSFA for this committee to achieve the goal of advising on topics that will increase participation and improve the program.

The ILSFA Advisory Committee will be composed of 15-20 members. The Program Administrator will first release an open invitation to anyone who would like to participate, providing documentation of their qualifications for any of the categories listed below. In the event there are more applicants than available positions, the IPA and Program Administrator will consider each applicant and their experiences and involvement with ILSFA to determine who may fulfill the committee's goals. For remaining seats following the open invitation, the IPA and the Program Administrator will invite members to fill the vacancies.

Members will represent the following categories:

- a. Up to 5 Approved Vendor representatives, with the intent of representing Approved Vendors working in diverse geographic areas across the state and in each of the ILSFA subprograms. A selected vendor should satisfy one or more of the following requirements. There is potential for inviting other Approved Vendors to meetings as needed.
 - completed Residential projects in Group A¹ territory
 - completed Residential projects in Group B² territory
 - completed Community Solar project
 - completed a Non-Profit and Public Facilities project
 - MWBE Approved Vendor, Aggregator, Designee, or sub-contractor
- b. 2 Grassroots Educator representatives
 - 1 from Group A territory
 - 1 from Group B territory
- c. Up to 4 residents that successfully participated in ILSFA
 - Representing a Residential (small or large) project
 - Representing a Community Solar project
 - Representing a Non-profit and Public Facilities project
 - 2 from Group A territory
 - 2 from Group B territory
- d. 1 from the Illinois Commerce Commission
- e. 1 from Department of Commerce and Economic Opportunity
- f. 3 from utilities
 - 1 from ComEd
 - 1 from Ameren
 - 1 from MidAmerican
- g. 2 Community Action Agency representatives
 - 1 from Group A territory

¹ Group A includes projects located in Ameren Illinois, Mt. Carmel, MidAmerican, and rural electric cooperatives and municipal utilities located in the transmission system area of MISO.

² Group B includes projects located in ComEd and rural electric cooperatives and municipal utilities located in the transmission system area of PJM.

- 1 from Group B territory
- h. 1 representative from a job training program, either representing:
 - A training program organization representative
 - A training program participant/graduate representative
- i. 1 representative from a Solar Industry group
- j. Up to 3 representatives from an Advocacy group focusing on areas such as:
 - Sustainability
 - Environmental justice
 - Consumer protections
 - Climate

Each Advisory Committee meeting will be facilitated by either a representative from the IPA or the Program Administrator. The members will help develop the agenda, which will be sent out the day before the meeting. All meeting agendas will also be available to the public on the ILSFA website, along with meeting recordings.

Members who are paid employees or agents of an entity they are representing on the Advisory Committee will not receive compensation for time spent but may still be eligible for reimbursement of reasonable expenses connected to committee meetings. Members who participate not as an assigned function in their job, but on a voluntary basis, may be eligible for a stipend on a case-by-case basis, and may still be eligible for reimbursement of expenses connected to committee meetings. All reimbursements must be pre-approved by the IPA to be eligible.

7. Subcommittees

The Committee will include subcommittees as determined by the Advisory Committee. Initial areas for consideration include:

- a. Residential Program Delivery Pilot/Residential Sub-Program
- b. Coordination with CAAs and LIHEAP or Energy Efficiency programs
- c. Job Training
- d. Outreach and Education
- e. Energy Sovereignty implementation

8. Duration

Members will be asked to serve on the committee for one year. After one year, the IPA and the Program Administrator will review and may revise the committee membership to allow for new voices and any members that would like to terminate their membership.

9. Recordkeeping

All meetings, whether online or in-person, will be recorded. The meeting recording and transcript will be posted on the ILSFA website. The posted meeting recordings are intended to promote transparency to the public interested in the committee discussions.

10. Conflict of Interest

The purpose of this Advisory Committee is to converse over program feedback and concerns to provide impartial responses and expertise on potential changes or improvements to ILSFA programming. This requires all members to disclose any potential conflicts of interest they may have related to an agenda item to ensure all voices are heard and addressed equitably.