

Appendix 4 – Sample Documents

Letter of Intent

Notes

The **System Owner** is the individual or entity that has title to RECs from the system (unless or until the System Owner enters into an agreement to provide to another party, such as an aggregator, title to the RECs). The **Bidder** is the entity that will participate in the RFP, submit Bids, and sign the applicable supplier contract with the utility.

If the System Owner and the Host are different entities or individuals then the Bidder must submit either a signed contract between the Bidder and the System Owner or a letter of intent from the System Owner that demonstrates that the Bidder will have ownership of the RECs or will have the contractual right to legally transfer or assign the RECs from the system to a utility.

Each Bidder may develop its own letter of intent to meet the Bidder's business needs. For purposes of the DG RFP, such a letter of intent would be required to include:

- A statement by the system owner that it intends to give the Bidder unconditioned title to the RECs from the system(s) or the right to legally transfer or assign such RECs; and
- A statement that the System Owner knows that the letter of intent will be submitted as part of the Bidder's proposal; and
- A statement that the Bidder is the sole representative of the System Owner in regards to the system(s).

A sample is provided on the next page.

Sample Letter of Intent

The parties to this Letter of Intent (“LOI”) are the System Owner and the Bidder, as identified immediately below:

<u>Identification of the System Owner</u> (or client of the Bidder): <input type="checkbox"/> System Owner is an individual Name of individual: _____ <input type="checkbox"/> System Owner is an entity Name of entity: _____ Name of signatory: _____ Title of signatory: _____	<u>Identification of Bidder</u> Participant in the procurement event Bidder: _____ Name of signatory: _____ Title of signatory: _____
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The above named entities or individuals, referred to collectively as the “Parties” to this LOI and individually as a “Party,” acknowledge and agree to the following:

1. The System Owner is the owner of the system(s) as identified further below.
2. The System Owner has given, or intends to give to the Bidder unconditioned title to the RECs from the system(s) or the right to legally transfer or assign such RECs.
3. This LOI will be submitted by the Bidder in the context of an Illinois Power Agency procurement event and for purposes of this event the Bidder is the sole representative of the System Owner with respect to the system(s).

<u>Identification of System</u> (Distributed Renewable Energy Generation Device as defined in the Illinois Power Agency Act): (address of the system): _____ _____ (size, in kW of DC rating): _____ (technology solar/wind/biomass/hydro) _____ [add additional information for additional systems]

Agreed

As of the date last appearing below, the Parties to this LOI set forth their agreement to the provisions contained herein.

By: _____
Authorized Signature for System Owner
Date: _____

By: _____
Authorized Signature for Bidder
Date: _____

Host Acknowledgment

Notes

The **Host** is the individual or entity that owns or controls the site where the system is installed or will be installed. The **System Owner** is the individual or entity that has title to RECs from the system (unless or until the System Owner enters into an agreement to provide to another party, such as an aggregator, title to the RECs).

If: (i) the system is new (i.e., energized on or after June 1, 2015); and
(ii) the System Owner and the Host are different entities or individuals; then
a Host acknowledgment is required for the system.

Sample Host Acknowledgment

I own the site where the system identified below will be installed and developed. I acknowledge and agree to this system being located on my premises or site.

By: _____
Signature of Owner of the site where system is located

Date: _____
Name of Bidder (optional but recommended): _____

<p><u>Identification of System</u> (Distributed Renewable Energy Generation Device as defined in the Illinois Power Agency Act):</p> <p>(address of the system): _____</p> <p>(name of system owner): _____</p> <p><u>Identification of the Host</u> (Owner of the site where system is located):</p> <p><input type="checkbox"/> Host is an individual Name of individual: _____</p> <p><input type="checkbox"/> Host is an entity Name of entity: _____ Name of signatory: _____ Title of signatory: _____</p>
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