

IQ-N Energy Efficiency Committee (LIEEAC) Reimbursement Process
Ver. 3.0c

I. Overview

LIEEAC funding is ratepayer funding. Accordingly, time and expenses must be reasonable, prudent and documented consistent with standards set by the Illinois Commerce Commission (ICC) in multiple dockets.¹ The standards and expectations established by the ICC are, in general, likely to be higher and more stringent than standards acceptable for grant funding offered by private granting agencies. In general, “reasonableness” is the idea of a reasonable person standard for determining prudent expenses funded with ratepayer funds. For an expense to be reasonable and prudent, a person must have made good judgment and skill in the use of resources related to the expense and exercised a standard of care that a reasonable person would be expected to exercise under the same circumstances at the time decisions had to be made. In addition, “reasonableness” is use of funds for purposes that are reasonably necessary and in alignment with the intended purpose(s) set forth under the Clean Energy Jobs Act for the Low-Income Energy Efficiency Accountability Committee (LIEEAC). The purpose of the LIEEAC Committee is to “*directly inform the design, implementation, and evaluation of low-income and public-housing energy efficiency programs.*”²

All requests for reimbursement, including time spent, shall include sufficient documentation for the IQ-N Committee Facilitation Team, the ICC and the funding utility to verify the validity of such charges. Examples of “sufficient documentation” are set forth below. Receipts are required for all expenses.

The ICC has statutory authority over the LIEEAC budget. Thus, ICC Staff shall have *sole and final determination* over what time and expenses are allowable should a dispute arise³.

II. General Guidelines

1. The Facilitation Team will record all compensable time for “stipend eligible” meetings, as set forth in the *IQ-N Committee Process and Procedures Document*. The time will be recorded in an IQ-N SharePoint Site for use by the IQ-N Leadership Team and Facilitation Team.
2. All expenses must be entered by the last calendar day of each month in the “Expense Reimbursement Form” in the SharePoint Library created for this purpose. In general, IQ-N Committee Members are not expected to have reimbursable expenses unless they host a meeting.
3. All information required by the form must be completed fully and accurately.

¹ See generally, Commonwealth Edison Co., ICC Final Order, Docket No. 84-0395, 17 (Oct. 7, 1987).

² “Reasonable” as used in 220 ILCS 5/9-213 is defined to mean that the Utility’s decisions, construction and supervision resulted in efficient, economical and timely construction.

³ Language in CEJA states that: “*The budget shall be overseen by the Commission.*”

4. Instructions on how to upload related receipts for said expenses will be amended to this document following the creation of an agreement between the IQ-N Leadership Team and a Facilitation Team.

III. Guidelines for Specific Expenditures

1. Time

- To be eligible for reimbursement, IQ-N LT and Committee Members must be present (in-person or virtual) at the time the meeting begins and must stay through the entire meeting with a five-minute grace period.
 - If the meeting is via teleconference, the meeting organizer shall validate from the teleconference service time detail report who attended, the person's "joining" time and "ending" time.
 - If the meeting is in-person, the meeting organizer will note who is present at the designated start time of the meeting and remains through the end of the meeting.
- Eligible meetings include:
 - Specific IQ-N EE Committee Meetings organized by the Facilitation Team, including:
 - Full IQ-N EE Committee meetings (Quarterly Meetings)
 - IQ-N EE Committee Leadership Team (LT) Meetings
 - Designated Joint IQ EE Committee - Energy Efficiency Stakeholder Advisory Group (EE SAG) Meetings and designated Joint IQ EE Committee – IQ Technical Reference Manual (TRM) meetings.
 - IQ EE Committee "Working Group" Meetings
 - NOTE: Some IQ meetings, such as "overview" meetings organized by the Facilitation Team to provide an overview of the Committee to prospective members, will not be eligible for reimbursement.
 - IQ-N EE Committee LT meetings organized by LT Members, provided that:
 - The meeting scheduler seeks to schedule the meeting when all applicable LT members and the assigned ICC Staff can attend.⁴
 - Meetings are scheduled with at least five (5) Business Days' notice.
 - The meeting organizer provides an agenda and meeting materials at least five (5) Business Days prior to the meeting.
 - The meeting organizer provides the agenda, meeting materials and notes at least five (5) Business Days after the meeting to all applicable LT members, assigned ICC Staff and the IQ-N e-mail address for record-keeping (ileeiqcommittee@FutEE.biz). Meeting notes shall indicate all

⁴ "The ICC shall oversee and have relevant Staff participate in the Committee."

attendees and also note which attendees attended at the start of the meeting and remained through the meeting.

- If the meeting is via teleconference, the meeting organizer shall append the time detail report from the teleconference service that identifies who attended, the person's "joining" time and "ending" time.
- If the meeting is in-person, the meeting organizer is responsible for noting who is present at the designated start time of the meeting and remains through the end of the meeting.
- EE SAG Meeting time that is specifically identified on the *IQ-N EE Committee 2023 Annual Plan* as a stipend-eligible Joint EE IQ Committee – EE SAG IQ topic, either for the entire agenda or a portion of the agenda.
- IQ TRM Working Group that is specifically identified on the *IQ EE Committee 2023 Annual* as a meeting jointly offered with the IQ-N EE Committee so that the meeting content is organized in a way to ensure that the information is useful to and relatable by the IQ-N EE Committee Members and allows for meaningful and engaged participation by IQ-N EE Committee Members.

2. Expenses

- Expenses listed below are reimbursable at cost with no mark-up. Allowable expenses are:
 - Eligible travel expenses, as described below
 - Meeting space, if at a location other than the hosting organization's normal place of business
 - If needed, meeting equipment and supplies, for meetings either at the hosting organization's normal place of business or another meeting space
 - Meals
- If a meeting is less than four hours, non-alcoholic drinks and light snacks for meeting participants are reimbursable. Examples of "light snacks" include a fruit tray, cookie tray or chips.
- If a meeting is four hours or more, non-alcoholic drinks and a meal are reimbursable.
 - All meals, including non-alcoholic beverages, should be purchased whenever possible at local businesses.
 - Any additional expenses must be approved, in advance, by ICC Staff in writing.
 - Meal costs should be proportionate to the number of attendees present for the four-hour time period and should be moderately priced.
- Prohibited expenses listed below will not be approved by ICC Staff:
 - Alcoholic beverages; and
 - Marketing of the utility name which fails to relate to or reference either in writing, orally or visually, Energy Efficiency Program, products or services.
- All expenses should be "reasonable and prudent" use of ratepayer funds and directly related to the purposes of the LIEEAC as set forth in CEJA.

- All expenses must be accompanied by a copy of the original receipt. Credit card statements are not considered acceptable receipts. The expenses must be accompanied by a description of and purpose of the expense.
 - Common “descriptions” may be “meal,” “travel,” etc.
 - The “purpose” would be a short description, such as “meal for attendees for meeting that lasted more than four hours.”

3. Travel

- Qualifying travel expenses are reimbursable at cost with no mark-up.
- For car trips, costs shall be reimbursed at the then-applicable federal mileage rate.
- Receiving reimbursement for car trips requires recording starting and ending address and total miles.
- Qualifying travel expenses are limited to travel to in-person “eligible” EE meetings that are at least 60 miles away from the attendee’s regular place of business.
- Qualifying travel expenses include trips involving cars, buses, and trains.

IV. Payments to LT Members for Time and Expenses

1. IQ-N Committee Members shall provide the Facilitation Team with a completed ACH form and cancelled check to establish the ACH payment process. Payments to organizations for any reimbursable expenses will be made solely through automated funds transfer and not by physical check or other means, such as Zelle or Venmo.
2. IQ-N Committee Member payments are to the sponsoring organization, not to the individual.
3. Public sector CBO’s (local governments) who are IQ-N Committee members and LT members may be prohibited from accepting stipends for performing public service by participating in eligible meetings. If the local government represented cannot accept stipend payments, the payment may be deferred to a qualified non-profit organization, or to a community-based organization whose mission is aligned with the purpose of IQ-N. Committee members and LT members who are employed by local governments may request their stipend payments be deferred to a qualified organization.
4. Deferred stipend payments shall be made in the same manner as other LT Team stipend payments described above.
5. Stipend payments are considered taxable income, unless the organization is a 501(c)(3) organization in good standing under the federal tax code. Expense reimbursement payments are not taxable.
6. Time and expenses reimbursements are payable after the Facilitation Team receives payment from the sponsoring utility. The general process/timeline includes:
 - Facilitation Team will review reimbursable time and expenses to ensure they are appropriately recorded and documented, consistent with the guidelines herein.
 - The Facilitation Team will seek time records for the eligible EE SAG and IQ TRM meetings or portions of meetings to validate LT member recorded time.

- Facilitation team submits invoice to utility within ten (10) Business Days of the close of the month, assuming all time and expenses have been appropriately recorded and documented. If not, the Facilitation Team will take additional time to work with the IQ-N Committee member and, if needed, ICC Staff to ensure all time and expenses are appropriately recorded and verified.
 - ICC Staff and the Utility will review the invoice and documentation. In general, this review is expected to take ten (10) business days (for ComEd) unless the invoice is rejected in whole or in part by either the utility or ICC Staff OR unless the Facilitation Team cannot validate recorded LT time, in which case the invoice processing time will be extended.
 - The Facilitation team will then issue, via ACH, payments on or about the 26th of each month. ACH payments can take up to 3 - 5 Business Days to clear in the receiving account.
 - In general, payments will be made the month after the time and expenses are incurred. In other words, if the payment period is January, then IQ-N Committee and LT Members who have fully and completely completed the Stipend Reimbursement Form would receive payment via ACH by the end of March assuming all time is verified and compliant, all expenses are appropriately recorded and documented, and the Facilitation Team identifies no discrepancies.

V. Instructions for Uploading Expenses

Instructions on how to upload related receipts for said expenses will be amended to this document following the creation of an agreement between the IQ-N Leadership Team and a Facilitation Team.