



## PBI Payment Process

### Calendar Quarterly Reporting

- When you have completed the **PBI Project Completion Submission** process and your project has moved to “Project Completion Submitted” or later status in PowerClerk, you may begin receiving calendar quarterly PBI payments.
- Two weeks following the end of each quarter, the Green Bank will compile a list of projects in PowerClerk that are eligible to receive PBI payments. Projects in the following statuses will be included:
  - Project Completion Submitted
  - Project Completion Processed
  - In Inspection
  - Failed Inspection
  - Pending Monitoring
  - Pending Payment
  - PBI – In Payment
  - PBI Approved (**only** if project has entered one of the statuses listed above and has been moved back in status for corrections)
- The Green Bank will email the System Owner contact this list of projects in Excel format with a blank column for kWh production and pre-calculated fields for applicable PBI rate. All PBI calculations will be made automatically and project details (columns in blue) will not be editable.

Application Number	Current Application Status	PBI Rate	kW	Installer Company	System Owner Company	Sorting	Q1 2016 kWh	Q1 2016 Payment
RPV-123456	Project Completion Submitted	\$ 0.054	8.91	Joe Solar Co.	Sample Owner II, LLC	SolarVillage		
RPV-123457	Project Completion Submitted	\$ 0.054	8.16	Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage		
RPV-123458	Project Completion Submitted	\$ 0.054	5.865	Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage		
RPV-123459	Project Completion Submitted	\$ 0.054	7.5	Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage		
RPV-123460	Project Completion Submitted	\$ 0.054	8.25	Joe Solar Co.	Sample Owner II, LLC	SolarVillage		
RPV-123461	In Inspection	\$ 0.054	7.425	Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage		
RPV-123462	Project Completion Submitted	\$ 0.064	11.5	Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage		
RPV-123463	Project Completion Submitted	\$ 0.054	7.5	Dale's Solar, Inc.	Sample Owner II, LLC	SolarVillage		
RPV-123464	In Inspection	\$ 0.054	11.22	Joe Solar Co.	Sample Owner II, LLC	SolarVillage		
RPV-123465	Project Completion Submitted	\$ 0.054	11.75	Joe Solar Co.	Sample Owner III, LLC	SolarVillage		
RPV-123466	Project Completion Submitted	\$ 0.054	11.73	Joe Solar Co.	Sample Owner III, LLC	SolarVillage		
RPV-123467	Project Completion Submitted	\$ 0.064	8.25	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123468	In Inspection	\$ 0.054	8.8	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123469	Project Completion Submitted	\$ 0.054	11.73	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123470	Project Completion Submitted	\$ 0.054	3.57	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123471	Project Completion Submitted	\$ 0.054	11.25	Joe Solar Co.	Sample Owner III, LLC	SolarVillage		
RPV-123472	Project Completion Submitted	\$ 0.054	11.5	Joe Solar Co.	Sample Owner III, LLC	SolarVillage		
RPV-123473	Project Completion Submitted	\$ 0.054	6.375	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123474	Project Completion Submitted	\$ 0.046	9.69	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123475	Project Completion Submitted	\$ 0.054	7.395	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		
RPV-123476	Project Completion Submitted	\$ 0.054	5.5	Joe Solar Co.	Sample Owner III, LLC	SolarVillage		
RPV-123477	Project Completion Submitted	\$ 0.054	12	Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage		

\*Note: actual spreadsheet will contain more columns than depicted above. Spreadsheet was shortened for illustrative purposes.

4. System Owner will fill in kWh production data and payee for each project. Payments will calculate based on the PBI rate.
  - If a system or group of systems have not been energized for a complete quarter, the System Owner may **postpone the first PBI payment** to the following quarter. This process **will not apply to** projects which have been energized and received past PBI payments, but were offline or had low production for any portion of the quarter. PBI payments cannot be skipped once started.
  
5. System Owner company will complete a **PBI Payment Request form**.
  - The Green Bank will make **one** PBI payment per calendar quarter to each System Owner company.
  - If System Owner company requests payments made to multiple funds owned and managed by the System Owner, a processing fee of \$25 per additional payment request will be assessed. System Owner may choose to deduct this amount from the additional PBI payments or to be billed separately.
  - If System Owner is requesting payment for projects in a fund which has not received a PBI payment previously, a W9 and bank wire information are required for each new payee.

**Example 1:** SolarVillage (the Eligible System Owner company) may request a single wire payment to itself at no cost. Or it may request a payment made to its subsidiaries (Sample Owner II, LLC and Sample Owner III, LLC) for a fee of \$25. If SolarVillage requested a total of 4 payments, the fee would be \$75.

Installer Company	System Owner Company	Sorting	Q1 2016 kWh	Q1 2016 Payment
Joe Solar Co.	Sample Owner II, LLC	SolarVillage	1000	\$ 54.00
Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage	500	\$ 27.00
Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage	275	\$ 14.85
Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage	550	\$ 29.70
Joe Solar Co.	Sample Owner II, LLC	SolarVillage	1100	\$ 59.40
Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage	2500	\$ 135.00
Sunshine Solar, LLC	Sample Owner II, LLC	SolarVillage	1000	\$ 63.80
Dale's Solar, Inc.	Sample Owner II, LLC	SolarVillage	500	\$ 27.00
Joe Solar Co.	Sample Owner II, LLC	SolarVillage	275	\$ 14.85
Joe Solar Co.	Sample Owner III, LLC	SolarVillage	550	\$ 29.70
Joe Solar Co.	Sample Owner III, LLC	SolarVillage	1100	\$ 59.40
Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage	2500	\$ 160.00
Dale's Solar, Inc.	Sample Owner III, LLC	SolarVillage	1000	\$ 54.00

6. The Green Bank will review the payment request(s) and issue payment within 2-4 weeks via wire.
  - The Green Bank reserves the right to audit the quarterly kWh production information submitted by System Owners for each PBI payment cycle. All data must be revenue-grade and must be reported through a Green Bank-approved Performance Data Provider (PDP).

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