



Illinois Adjustable Block Program Community Solar Disclosure Forms

Bryan Gower, InClima

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Agenda

- Introduction
- Community Solar Project Registration Overview
- Community Solar Disclosure Form Registration
- Conclusion

Community Solar Project Registration Overview

CS Project Registration Overview

- Community Solar Projects Begin with Completing the Part I Application
- To Begin a Community Solar Application, Select [Begin New Community Solar Project Application] from the [Projects] Dashboard

INFORMATION VENDORS **PROJECTS**

Project Application Dashboard

Raleigh Solar (Vendor ID 66) ▼

Project Applications for Raleigh Solar (Vendor ID 66)

Begin New Community Solar Project Application

Create Batch

You have no project applications at this time.

CS Project Registration Overview

Create your Project

Step 1Step 2Step 3Step 4Step 5

Approved Vendor: Raleigh Solar

Project Name REQUIRED

A personalized name for your project, for example "My Roof"

Project Location

Name of Property Owner REQUIRED

Company Name (if applicable)

Street REQUIRED

City REQUIRED

State REQUIRED

-- Select One --

Zip Code REQUIRED

Step 1

Project Location

This should be the physical address at which the solar facility is going to be installed.

Contact Us

Tel	(877) 783-1820
Email	admin@illinoisbp.com

Create your Project by Completing All 5 Steps of the Registration Process

- Step 1 – Project Location
- Step 2 – Ownership
- Step 3 – System Details
- Step 4 – REC Production, Interconnection and CS Specific Questions
- Step 5 – Document Uploads

CS Project Registration Overview

- You May View the Status of All Applications on Your Project Dashboard
- Once You Have 100 kW in Project Applications, You May Submit Your Projects in a Batch

Project Applications for Raleigh Solar (Vendor ID 66)

Begin New Community Solar Project Application

Create Batch

Project Applications

Show 10 ▾

App ID ▾	Project ▾	Size (kW) ▾	Part 1 Status ▾	Part 2 Status ▾	Information Needed ▾	Batch ▾
272	Gower Power Community Solar	1,999.90	Pending Submission in Batch Submitted	20% Step 6 of 9 Continue >		<input checked="" type="checkbox"/>
<input type="text" value="Sea"/>	<input type="text" value="Search Proje"/>	<input type="text" value="Search Size"/>	<input type="text" value="Search Part 1 Status"/>	<input type="text" value="Search Part 2 Status"/>	<input type="text" value="Search Info"/>	<input type="text" value="Search"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

- Batches Can Be Between 100 kW-2MW
- Select the Boxes in the “Batch” Column Next to the Projects You Would Like to Include in a Batch and then Select [Create Batch]

CS Project Registration Overview

- The Submit Batch Page Will Automatically Calculate the Application Fee
- You May Edit Your Batch by Selecting [Edit Batch]

Submit Batch

Vendor: Raleigh Solar
Batch Status: Created
Batch Size: 1999.9 kW
Application Fee: \$5,000.00

Edit Batch

Application ID	Project Name	Project Size (kW)
272	Gower Power Community Solar	1,999.90

Your batch has been created, but still needs to be submitted for the projects to be eligible for the Adjustable Block Program. To submit your batch, review the [Application Fee Payment Information](#) and select your desired payment method below. Once you select your Payment Method, you will receive a unique tracking code for this batch. Please make sure your unique code is included on your payment method as specified in detail on the Application Fee Payment Information. Once you selected your payment method, you cannot switch the project applications included in this batch.

Submit Batch

Select your payment method below. Your application fee for this batch is \$5,000.00. After selecting your payment method, you will receive a unique tracking string. Please include this with your application fee. **Once you select your payment method, you will be unable to adjust the projects in your batch.**

Pay by Check Pay by ACH Pay by Wire Transfer Pay by Credit Card

- To Submit Your Batch You Must Submit Payment for Your Application Fee
- You May Pay the Application Fee by Check, ACH, Wire Transfer, or Credit Card

CS Project Registration Overview

- Once You Select the Desired Payment Method, Your Batch Will Be Assigned a “Batch Pending Payment” Status
- A Unique Tracking Code Will Be Created for Each Batch
- The Program Administrator’s Payment Information Can Be Found on Your [Vendor] Dashboard, #5

Submit Batch

Vendor: Raleigh Solar
Batch Status: Pending Payment
Batch Size: 1999.9 kW
Application Fee: \$5,000.00

Application ID	Project Name	Project Size (kW)
272	Gower Power Community Solar	1,999.90

Your batch is currently Pending Payment. Your payment of \$ 5,000.00 was submitted by ACH on Jul 11, 2019. Your unique tracking code is **29V66ACH1562880367**.

Need to change your payment method? Press the "Reset Payment Method" button and you will be able to select your new payment method.

[Reset Payment Method](#)

CS Project Registration Overview

- Your Batch Will Be “Batch # Pending Payment” Status Until the Program Administrator Confirms That Your Application Fee Has Been Received

Project Applications						
Show 10 ▼						
App ID ▼	Project	Size (kW)	Part 1 Status	Part 2 Status	Information Needed	Batch
272	Gower Power Community Solar	1,999.90	Pending Batch Payment Submitted	20% Step 6 of 9 Continue »		Batch 29 Pending Payment
Sea	Search Proje	Search Size	Search Part 1 Status	Search Part 2 Status	Search Info	Search
Showing 1 to 1 of 1 entries					Previous	1 Next

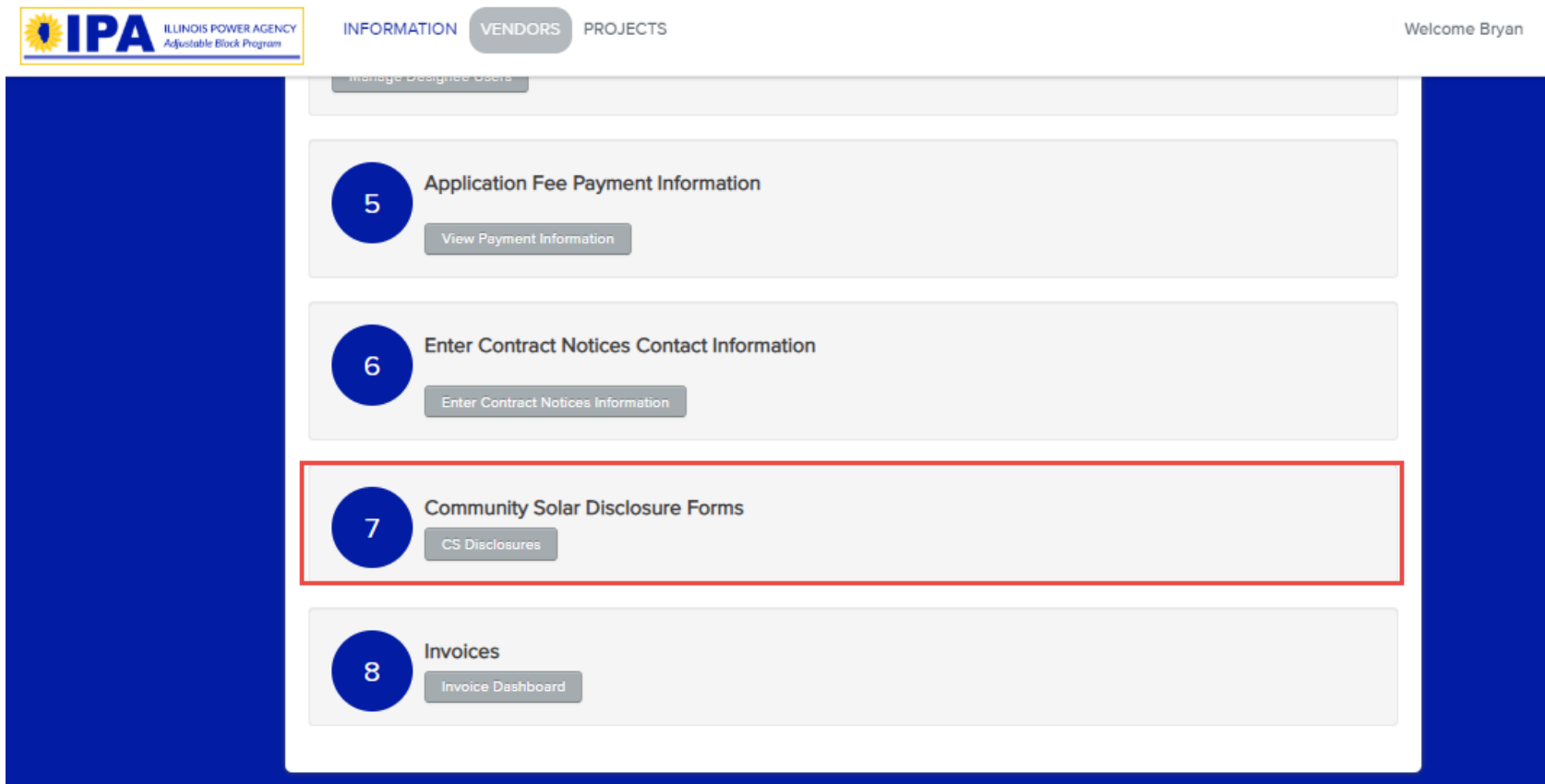
CS Project Registration Overview

- The Program Administrator Will Review and Approve Individual Applications in a Batch Once the Batch Has Been Submitted and Paid
- If Less Than 75% of the kW Volume of a Batch is Verified by the Program Administrator, the Batch Will Be Rejected in its Entirety
- The Part I Community Solar Application Needs to be Verified Before Creating a Disclosure Form

Community Solar Disclosure Form Registration

CS Disclosure Form

- Once the Community Solar Part I Application is set to a Verified Status and assigned a contract, an Approved Vendor Can Begin Sending Community Solar Disclosure Forms to the Subscribers
- Community Solar Projects on a waitlist will not be permitted to submit Disclosure Forms
- Community Solar Disclosure Forms Can Be Found on the Vendor Dashboard #7



CS Disclosure Form

Community Solar Disclosures

(Vendor ID 373)

Community Solar Disclosure Forms for (Vendor ID 373)

Begin New Community Solar Disclosure Form

Select Project: --- Select a Project ---
--- Select a Project ---
Begin New CS **Gower Power Community Solar (App ID 12815)**

Your Community Solar Disclosure Forms

Show 10

Form ID	Project Name	Subscriber Name	Submitted By	Status	Action
---------	--------------	-----------------	--------------	--------	--------

Your Community Solar Disclosure Forms

Show 10

Form ID	Project Name	Subscriber Name	Submitted By	Status	Action	Download Form	Duplicate Form
6252	Gower Power Community Solar	John Forgerty	Vendor	Completed	View Forms	Download	Duplicate
6251	Gower Power Community Solar	Tom Jones	Vendor	Completed	View Forms	Download	Duplicate
6250	Gower Power Community Solar	Tom Jones	Vendor	Completed	View Forms	Download	Duplicate

- Disclosure Forms Can be Created by Either
1. Uploading a CSV
 2. Completing the Disclosure Form Registration Screen
 3. Duplicating an existing Disclosure Form

Upload New Community Solar Disclosure Forms

Download Template:

CS Disclosure Form Template

Choose File No file chosen

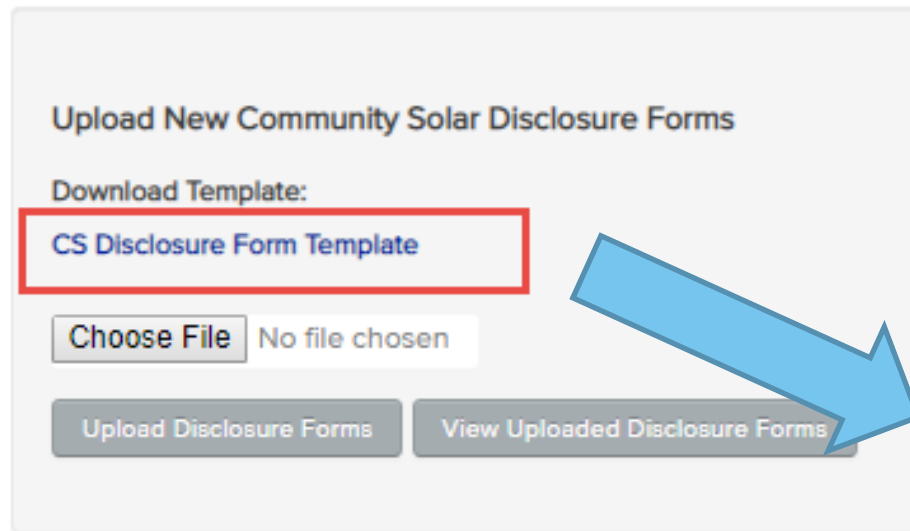
Upload Disclosure Forms

View Uploaded Disclosure Forms

CS Disclosure Form

CSV File Upload

- To Submit a Disclosure via CSV, Download the Template from the Vendor Dashboard #7



- The Data Can be Entered into the [Forms] Tab
- The [Instructions] Tab Provides Instructions for Completing the Form

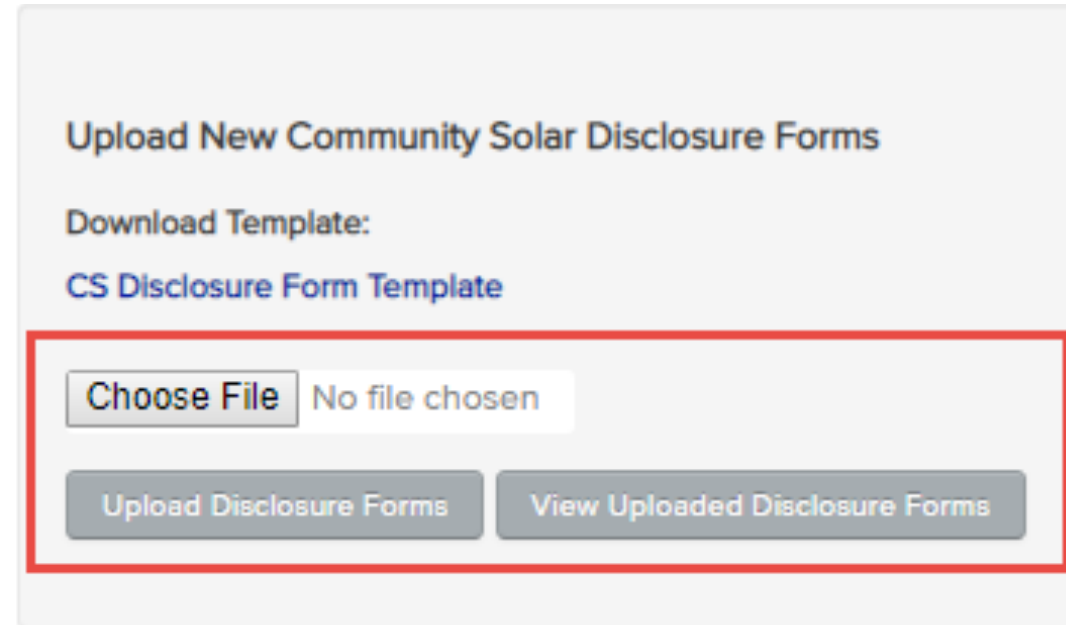
	A	B	C
1	Application ID	Subscriber Name	Subscriber Street
2			
3			
4			
5			
6			
7			
8			
9			
10			

	A
1	COMMUNITY SOLAR DISCLOSURE FORM
2	
3	Instructions
4	All columns with headers in bold must be filled in for the disclosure form to be accepted. Columns with headers in <i>italics</i> are required depending on values in previous columns.
5	
6	
7	Please note that this spreadsheet will take you through Submission of the Consumer Disclosure Form process, at which point you will be able to access your completed Form on your Consumer Disclosure dashboard. You will then need to either download the completed form, have your customer sign the form, and upload the signed form, or you may use the e-signature feature to have your customer sign the form online.
8	
9	
10	To Upload Disclosure Forms
11	FIRST "Save" this workbook (as an Excel XSLX document.) This will be useful if there are errors encountered, because you will be able to use the dropdowns and formatting functionality embedded in the columns.
12	NEXT, from the Forms tab, "Save As" a CSV. Once you have saved this CSV file, you can upload it from the Consumer Disclosure Dashboard. Use the "View Uploaded Disclosures" button to review forms. Any potential errors in the form will be listed there. If you are uploading multiple forms in one spreadsheet, refer to the row number and facility name to review potential errors. If forms have many errors, you can correct the errors from the saved XSLX, and go through the "To Upload Disclosure Forms" process again. If there are just a few errors, you could correct them in the CSV file directly.

CS Disclosure Form

CSV File Upload

- Upload the Completed CSV using the [Choose File] in the Vendor Dashboard #7
- Select the [Upload Disclosure Forms] Button



The screenshot shows a web interface for uploading CSV files. At the top, it says "Upload New Community Solar Disclosure Forms". Below that, there is a link "Download Template: CS Disclosure Form Template". A red rectangular box highlights the upload controls, which include a "Choose File" button next to the text "No file chosen", and two buttons below it: "Upload Disclosure Forms" and "View Uploaded Disclosure Forms".

CS Disclosure Form

Disclosure Form Registration Screen

Community Solar Disclosures

(Vendor ID 373)

Community Solar Disclosure Forms for (Vendor ID 373)

Begin New Community Solar Disclosure Form

Select Project: --- Select a Project ---

--- Select a Project ---

Begin New CS **Gower Power Community Solar (App ID 12815)**

Your Community Solar Disclosure Forms

Show 10

Form ID	Project Name	Subscriber Name	Submitted Bv	Status	Ac
---------	--------------	-----------------	--------------	--------	----

- Select the Project from the Begin New Community Solar Disclosure Form Dropdown
- Select [Begin New CS Disclosure] Button

CS Disclosure Form

Community Solar Disclosure Form

Gower Power Community Solar

Subscriber Contact Information

Completed

Name REQUIRED

Tom Jones

Street REQUIRED

123 Delilah Ave

Apartment or Suite

City REQUIRED

Any Town

State REQUIRED

Illinois ▼

Zip REQUIRED

64300

Complete All Sections of the Disclosure Form

- Subscriber Contact Information
 - Name
 - Address
 - Phone Number
 - Email

CS Disclosure Form

Community Solar Provider Contact Information

Completed

[Use Approved Vendor Contact Information >](#)

Legal Name REQUIRED

Name Used for Marketing (if different)

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

Zip REQUIRED

Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED

Enter 123-123-1234 with no extensions allowed

Email REQUIRED

- Community Solar Provider Contact Information
 - Name
 - Address
 - Phone Number
 - Email

CS Disclosure Form

Project Specifications

In Progress

Has construction on the CS project begun? REQUIRED

no ▼

Approximate Start Date of Construction REQUIRED

Type of refund subscriber will receive, as sum of CS payments to date, in the event the project is not completed or energized REQUIRED

Partial ▼

Date subscriber will receive a refund if the CS project is not completed or energized REQUIRED

Date or schedule for refund issuance REQUIRED

G

How will the partial refund be calculated REQUIRED

Save and Continue

- Project Specifications
 - Expected Date of Energization
 - Construction Date
 - Refund Provisions

CS Disclosure Form

Subscription Specifications

In Progress

Subscription Size (kW AC) REQUIRED

Estimated gross annual electricity production in kilowatt-hours (kWh) from the subscription in the first year REQUIRED

Will the CS provider guarantee you a minimum level of electricity production from the project? REQUIRED

Term of Subscription (duration for which subscriber will receive bill credits) REQUIRED

 Years and Months

Estimated month when subscriber will start receiving bill credits through CS subscription REQUIRED

The deposit, down payment, or initial amount owed at contract signing (\$) REQUIRED

Type of Invoices Received REQUIRED

Subscription Type REQUIRED

Save and Continue

- Subscription Specifications
 - Subscription and Production Estimates
 - Minimum Electricity and Bill Credit Guarantees
 - Deposit Owed at Signing
 - Subscription Terms

CS Disclosure Form

Subscription Payment Structure (1 of 2)

In Progress

Total upfront payment (\$) **REQUIRED**

Time total upfront payment is due **REQUIRED**

For example, 30 days after interconnection

If the subscriber relocates outside their electric utility service territory or are otherwise unable to take advantage of their full subscription, are they able to recoup any of the subscription cost? **REQUIRED**

yes ▼

The amount they will be able to recoup will be (\$)

Save and Continue

- Subscription Payment Structure (1 of 2)
 - Upfront Payment Total
 - Due Date for Payment
 - Relocation Provisions

CS Disclosure Form

Subscription Payment Structure (2 of 2)

In Progress

Total number of payments over term of the subscription REQUIRED

Frequency of subscription payments REQUIRED

For example, monthly

Will there be an annual escalation rate? REQUIRED

Can the subscriber avoid annual escalation rates by pre-paying some or all of their subscription payments? REQUIRED

If a payment is made more than days after due date, the charge will be \$ OR late payments accrue interest at % annually REQUIRED

Is early termination of the subscription permitted for reasons other than moving outside of your electric utility service territory? REQUIRED

What are the circumstances under which early termination of the subscription is permitted? REQUIRED

Will the CS provider impose a fee or penalty for early termination of the subscription? REQUIRED

Amount of Fee/Penalty: \$ OR Will be calculated as follows: REQUIRED

Save and Continue

- Subscription Payment Structure (2 of 2)
 - Payment Quantity and Frequency
 - Escalation Rates
 - Late Payment Provisions
 - Early Termination Provisions

CS Disclosure Form

Fees

In Progress

List all other fees associated with the CS subscription (for example, interconnection fees, maintenance fees, etc.) and the amount of each one and when it is due

Fee	Amount	When It's Due

Save and Continue

- Fees
 - List All Fees associated with the CS Subscription
 - Interconnection Fees
 - Maintenance Fees

CS Disclosure Form

Additional Terms and Disclosures

In Progress

Does the subscription require the subscriber to receive service from a specific Alternative Retail Electric Supplier REQUIRED

yes ▼

The energy supply rate initially charged (\$/kWh) REQUIRED

Is the supply rate's price fixed or variable? REQUIRED

-- Specify One -- ▼

Does the supply rate feature an escalator? REQUIRED

yes ▼

Supply rate escalator (%) REQUIRED

The method and formula that will be used to determine the energy supply rate over the full term of the CS subscription REQUIRED

Additional Details or Explanatory Information

Nothing listed shall alter, amend, repeal, or supersede the disclosure requirements contained in this form.

Save and Continue

- Additional Terms and Disclosures
 - Alternative Retail Electric Supplier Subscription
 - Energy Supply Rates

CS Disclosure Form

Submit and Download

In Progress

Once you click on Submit, you will be unable to make any changes to this form.

After submitting, you will be able to access this form from your dashboard. To find this form on your [Consumer Disclosure Form Dashboard](#) search for Form ID #6251.

After downloading the form, you must have it signed by the Customer and uploaded or sent to the customer for an electronic signature.

Submit and Download

- Submit and Download
 - Once You select [Submit], You Will Be Unable to Make Changes to the Form
 - After Submitting, You Will Access the Form from the Dashboard

CS Disclosure Form

The Disclosure Form Must be Signed by the Subscriber by Either:

1. Downloading the Form for Wet Signature and Upload it Manually
2. Email the Subscriber a PDF Copy for their E-Signature

CS Disclosure Form - Upload

System Name: Gower Power Community Solar (ID # 6251)
Form Status: Submitted

[View Form](#)

Your form still needs to be either signed and uploaded, or sent for an e-signature.

Upload Signed Copy of CS Disclosure Form

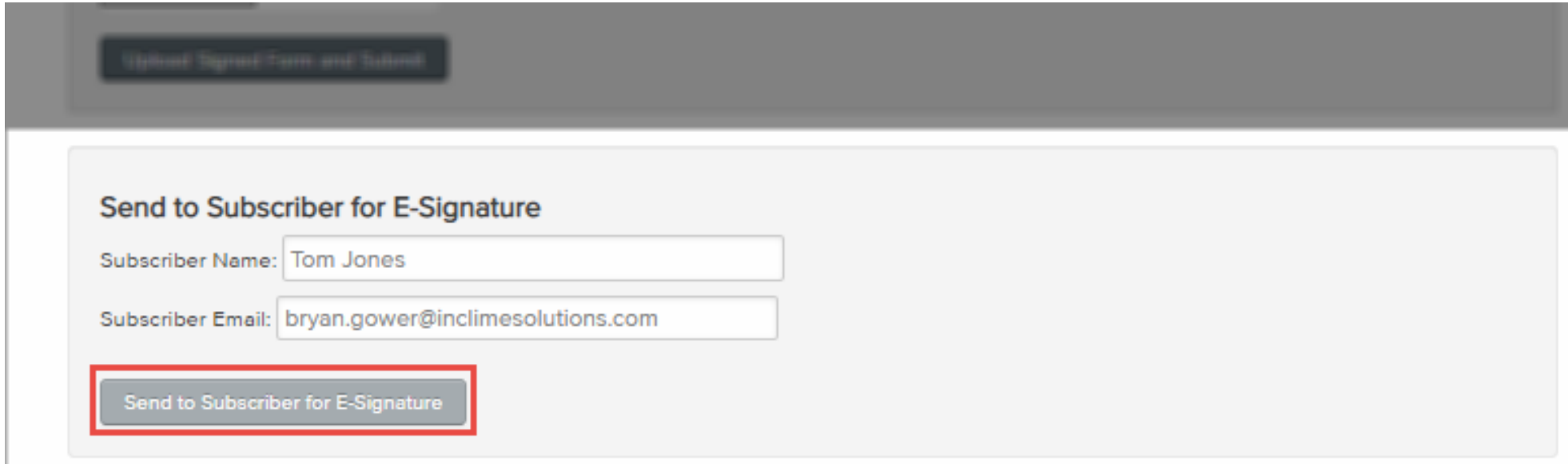
Signed CS Disclosure Form

[Choose File](#) No file chosen

[Upload Signed Form and Submit](#)

- 1) To Manually Upload Signed Forms
 - Download the Disclosure Form and Send it to the Subscriber for their Wet Signature
 - Scan the Signed Form
 - Upload the Signed Form Using the [Choose File] Dropdown Provided

CS Disclosure Form



The screenshot shows a web interface with a dark grey header bar at the top containing a button labeled "Upload Signed Form and Submit". Below this is a light grey rectangular box. Inside this box, the text "Send to Subscriber for E-Signature" is displayed. Below the text are two input fields: "Subscriber Name:" with the value "Tom Jones" and "Subscriber Email:" with the value "bryan.gower@inclimesolutions.com". At the bottom of the light grey box is a button labeled "Send to Subscriber for E-Signature", which is highlighted with a red rectangular border.

2) Email the Subscriber a PDF Copy for their E-Signature

- Verify Subscriber Name and Email
- Select [Send to Subscriber for E-Signature]

CS Disclosure Form

Duplicate Existing Disclosure Form

- Duplicate Community Solar Disclosure Forms from the Vendor Dashboard #7

Y INFORMATION VENDORS PROJECTS

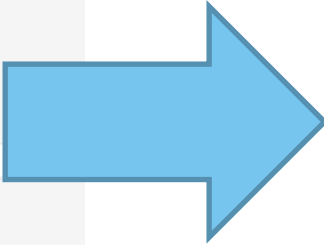
Manage Designee Users

5 Application Fee Payment Information
View Payment Information

6 Enter Contract Notices Contact Information
Enter Contract Notices Information

7 Community Solar Disclosure Forms
CS Disclosures

8 Invoices
Invoice Dashboard

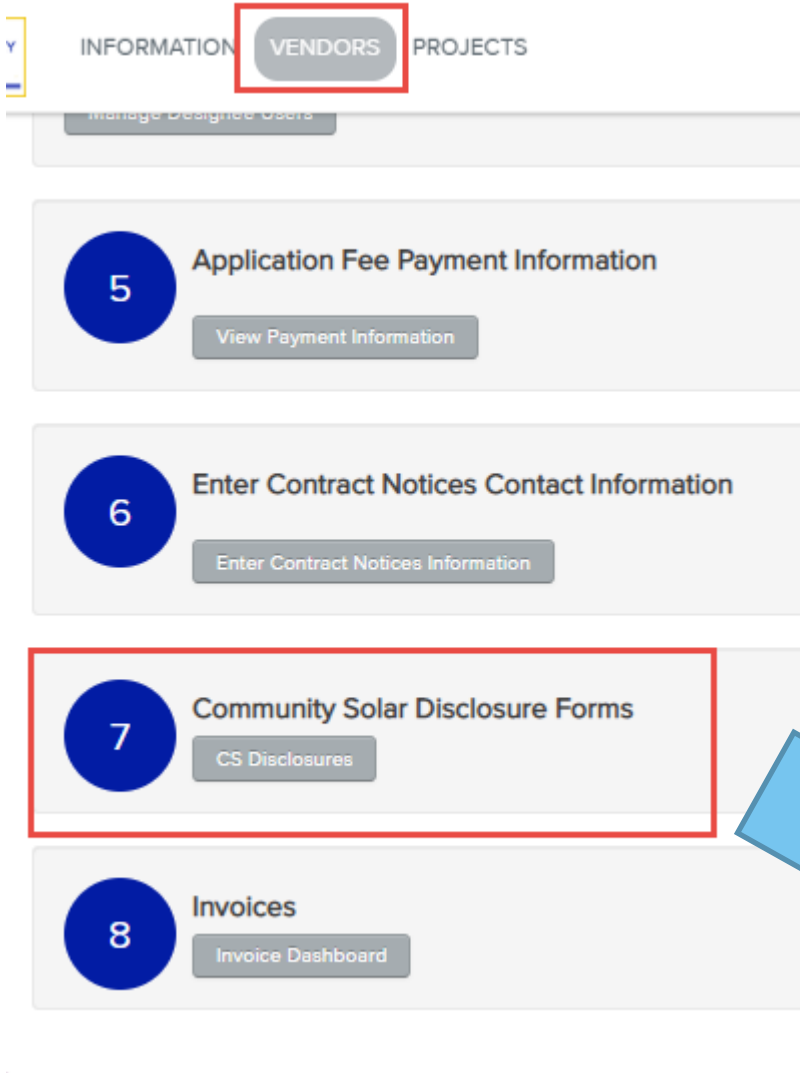


Your Community Solar Disclosure Forms

Show 10 ▼

Form ID	Project Name	Subscriber Name	Submitted By	Status	Action	Download Form	Duplicate Form
6252	Gower Power Community Solar	John Forgerty	Vendor	Completed	View Forms	Download	Duplicate
6251	Gower Power Community Solar	Tom Jones	Vendor	Completed	View Forms	Download	Duplicate
6250	Gower Power Community Solar	Tom Jones	Vendor	Completed	View Forms	Download	Duplicate

CS Disclosure Form



Submitted Disclosure Forms

- Verify Submitted Community Solar Disclosure Forms from the Vendor Dashboard #7

The screenshot shows the 'Community Solar Disclosures' page for Vendor ID 373. It includes a dropdown for '(Vendor ID 373)', a section for 'Begin New Community Solar Disclosure Form' with a 'Select Project' dropdown and a 'Begin New CS Disclosure' button, and a table titled 'Your Community Solar Disclosure Forms'.

Community Solar Disclosures

(Vendor ID 373)

Community Solar Disclosure Forms for (Vendor ID 373)

Begin New Community Solar Disclosure Form

Select Project: --- Select a Project ---

Begin New CS Disclosure

Your Community Solar Disclosure Forms

Show 10

Form ID	Project Name	Subscriber Name	Submitted By	Status	Action	Download Form	Duplicate Form
6252	Gower Power Community Solar	John Forgerty	Vendor	Completed	View Forms	Download	Duplicate
6251	Gower Power Community Solar	Tom Jones	Vendor	Completed	View Forms	Download	Duplicate
6250	Gower Power Community Solar	Tom Jones	Vendor	Completed	View Forms	Download	Duplicate

Conclusion – Community Solar Part II Application

Conclusion - CS Part II Application

- Once the Community Solar Project has been Energized, the Approved Vendor Can Complete the Application by Submitting the Part II Application
- To Submit the Part II Community Solar Application, Select [Continue] from the Part II Status Column in the [Projects] Dashboard

The screenshot shows a web interface for managing project applications. At the top, there are tabs for 'INFORMATION', 'VENDORS', and 'PROJECTS', with 'PROJECTS' being the active tab. Below the tabs, there's a header 'Project Applications for (Vendor ID 373)' and two buttons: 'Begin New Community Solar Project Application' and 'Create Batch'. The main content area is titled 'Project Applications' and features a table with columns: App ID, Project, Size (kW), Part 1 Status, Part 2 Status, Information Needed, and Batch. The first row of the table shows a project with App ID 12815, named 'Gower Power Community Solar', with a size of 1,999.90 kW. Its Part 1 Status is 'ICC Approved Verified Accepted in Group 4', and its Part 2 Status is '20% Step 6 of 9 Continue »'. Below the table, there are search filters for each column and a pagination bar showing 'Showing 1 to 1 of 1 entries'.

App ID	Project	Size (kW)	Part 1 Status	Part 2 Status	Information Needed	Batch
12815	Gower Power Community Solar	1,999.90	ICC Approved Verified Accepted in Group 4	20% Step 6 of 9 Continue »		Batch 1483 ICC Approved

Showing 1 to 1 of 1 entries

Conclusion - CS Part II Application

Project ~ Gower Power
Community Solar

Step 6

Step 7

Step 8

Step 9

Does your system still match the array information submitted in Part I? **REQUIRED**

-- Specify One --

System Details and Performance

Number of Orientations **REQUIRED**

1

For systems with multiple orientations, enter number of orientations

Details for Orientation #1

Module Power Rating #1 (Watts) **REQUIRED**

350.00

DC Watts at STC

Number of Modules #1 **REQUIRED**

5714

System Tilt #1 **REQUIRED**

30

Tilt angle of array, typically 0-90 degrees

System Azimuth #1 **REQUIRED**

Step 6

Number of Orientations

A system has multiple orientations if unique subsets of modules have different tilt angles, azimuth angles, or module power ratings.

Module Power Rating

This is the size in watts of each solar pv module in the array

Number of Modules

This is the total number of modules in the array

System Tilt

If you have single or dual axis tracking, please enter the average tilt of your system.

System Azimuth

If you have single or dual axis tracking, please enter the average azimuth of your system.

Total Array Capacity

This is automatically calculated by multiplying the number of modules by the module power rating for each orientation.

Contact Us

Tel (877) 783-1820

Email admin@illinoisabp.com

Complete All 4 Steps of the Part II Application

- Step 6 – System Details and Performance
- Step 7 – Interconnection and Community Solar Details
- Step 8 – System Details
- Step 9 – Required Documents

The Illinois ABP Administrator will Review and Verify the Part II Application

Adjustable Block Program Administrator

illinoisabp.com/contact/

admin@illinoisabp.com
(877) 783-1820