



Illinois Shines / Adjustable Block Program Approved Vendor Annual Reporting

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July 1st, 2020

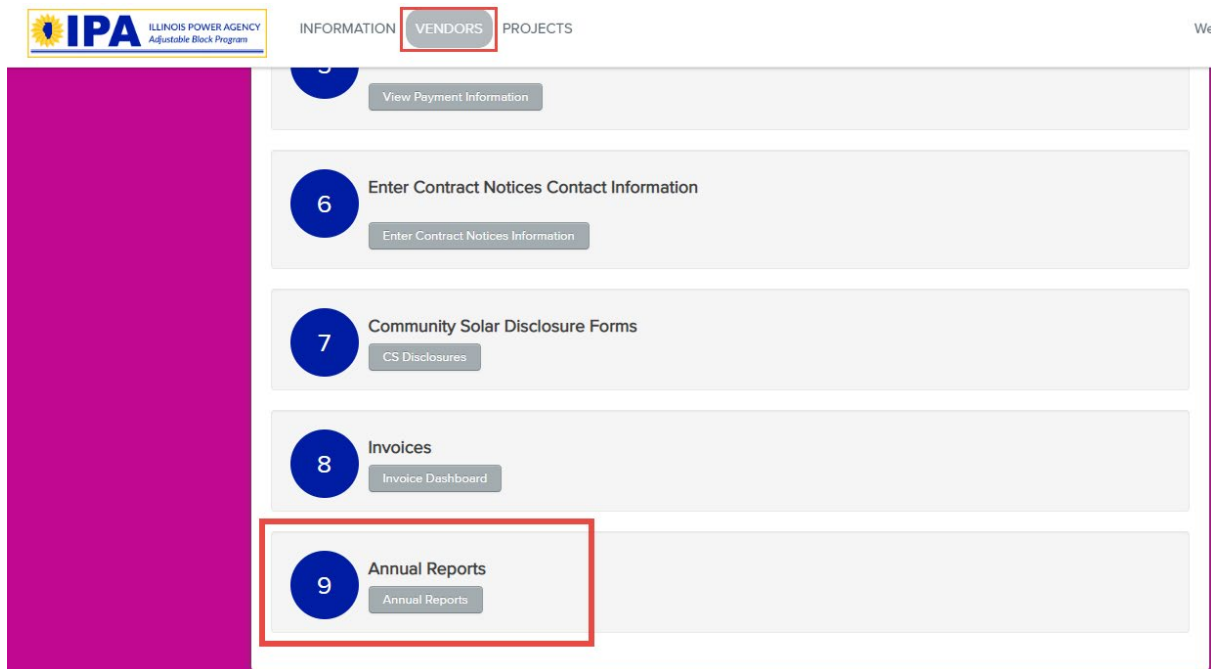
Approved Vendor Annual Report

- Approved Vendors will submit an Annual Report of the contracts and systems in its portfolio between January 30th 2019 - May 31st 2020 and June – May in years thereafter using their Approved Vendor portal. See the [ABP Guidebook's](#) Section 7; Section 10(c) of the [REC Contract](#); and Section 6.17 of the [Revised Plan](#) for an explanation of the requirements
- This training provides an overview of the vendor dashboard screens the Approved Vendor will use to submit information for systems that are:
 - RECs delivered by each of the systems in the portfolio
 - Status of all systems that have been ICC approved, but not yet energized, including any extensions requested and granted
 - Energized systems that have not delivered RECs in the year
 - Balance of collateral held by each utility
 - A summary of requests for REC obligation suspensions, reductions, or eliminations due to force majeure events
 - Information on consumer complaints received
- For the first year, information related to job training will be collected separately from the rest of the annual report data after its stakeholder comment process concludes. In subsequent years, this information will be included with the regular annual reporting timeline

Accessing the Approved Vendor Annual Report

Accessing Annual Report

- Seller (Approved Vendor) shall submit to Buyer (Contracting Utility) and the IPA a REC Annual Report by July 15 following the end of each Delivery Year. Failure to submit the Annual Report by July 15 is an Event of Default
- The Approved Vendors are notified of their responsibility to submit the Annual Report via email



- Access Annual Report from the [Vendors] dashboard
- Select the [Annual Reports] button from the Annual Reports (#9) menu

Accessing Annual Report

- Select the [Begin Annual Report] button to access the annual report for the Approved Vendor listed in the dropdown
- If the user represents multiple Approved Vendors, the Annual Report will need to be submitted individually for each Approved Vendor which can be designated from the Approved Vendor dropdown

The screenshot shows a web interface for 'Annual Reports'. At the top, there is a header 'Annual Reports'. Below it is a dropdown menu with the text 'My Solar Company (Vendor ID 7)'. A red box highlights this dropdown, and a red callout bubble points to it with the text 'Select the Approved Vendor from the dropdown'. Below the dropdown, the text reads 'Annual Report for My Solar Company - Vendor ID 7'. Underneath that, it says 'Your Annual Report is due no later than July 15, 2020.'. A red arrow points from the dropdown area down to a button labeled 'Begin Annual Report', which is also highlighted with a red box. At the bottom of the page, there is a red text notice: 'Extensions of a project's Scheduled Energized Date cannot be requested through the Annual Report and must be made pursuant to the the Extension Request Guidelines.'

Completing and Submitting the Annual Report

Completing and Submitting Annual Report

- The Annual Report contains seven (7) questions for Distributed Generation applications and eight (8) questions for Approved Vendors with Community Solar applications that have been ICC approved

Annual Reports

My Solar Company (Vendor ID 7) Annual Report Dashboard

Annual Reports are inclusive of all ABP activity from January 30, 2019 through May 31, 2020.
Please separate replies by utility where indicated below.

1. RECs delivered by each of the systems in the portfolio

Download RECs Delivered

Is the information in this report correct? REQUIRED

2. Status of all systems that have been approved, but not yet energized, including any extensions requested and granted

Extensions of a project's Scheduled Energized Date cannot be requested through the Annual Report and must be made pursuant to the Extension Request Guidelines.

Download Systems Not Energized

Is the information in this report correct? REQUIRED

3. Energized systems that have not delivered RECs in the year

Download Systems Energized without RECs

Is the information in this report correct? REQUIRED

Note:

- Annual Reports are inclusive of all Adjustable Block Program activity from January 30, 2019 through May 31, 2020 (June – May in years thereafter)
- The Annual Report is required whether the Approved Vendor has projects under contract or not

Completing and Submitting Annual Report

- Questions 1 – 3 will ask the Approved Vendor to confirm the accuracy of RECs delivered, status of systems not yet energized and the status of energized systems that have not yet delivered RECs

Annual Reports

My Solar Company (Vendor ID 7) Annual Report Dashboard

Annual Reports are inclusive of all ABP activity from January 30, 2019 through May 31, 2020.
Please separate replies by utility where indicated below.

1. RECs delivered by each of the systems in the portfolio

Download RECs Delivered

Is the information in this report correct? REQUIRED

Yes

2. Status of all systems that have been approved, but not yet energized

Extensions of a project's Scheduled Energized Date cannot be requested through the Annual Report

Download Systems Not Energized

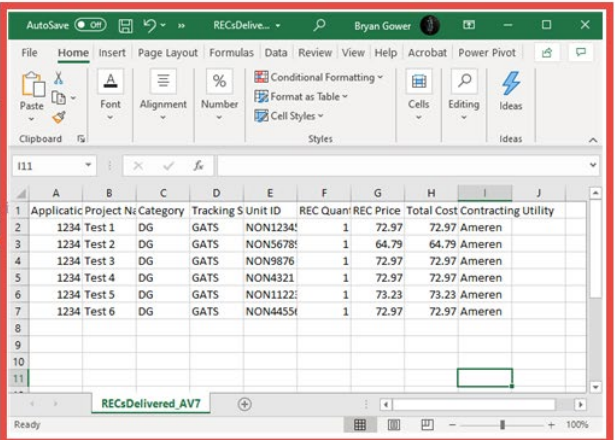
Is the information in this report correct? REQUIRED

Yes

3. Energized systems that have not delivered RECs in the year

Download Systems Energized without RECs

Is the information in this report correct? REQUIRED



Applicatic	Project N	Category	Tracking S	Unit ID	REC Quan	REC Price	Total Cost	Contracting	Utility
1234	Test 1	DG	GATS	NON1234	1	72.97	72.97	Ameren	
1234	Test 2	DG	GATS	NON5678	1	64.79	64.79	Ameren	
1234	Test 3	DG	GATS	NON9876	1	72.97	72.97	Ameren	
1234	Test 4	DG	GATS	NON4321	1	72.97	72.97	Ameren	
1234	Test 5	DG	GATS	NON1122	1	73.23	73.23	Ameren	
1234	Test 6	DG	GATS	NON4455	1	72.97	72.97	Ameren	

- Download buttons are provided for each question that will provide a .csv file with the data to be confirmed

Extensions of a project's Scheduled Energized Date cannot be requested through the Annual Report and must be made pursuant to [the Extension Request Guidelines](#).

Completing and Submitting Annual Report

- If the data displayed in the file is not correct, select [No] from the dropdown asking: 'Is the information in this report accurate?'

My Solar Company (Vendor ID 7)

Annual Report Dashboard

Annual Reports are inclusive of all ABP activity from January 30, 2019 through May 31, 2020.

Please separate replies by utility where indicated below.

1. RECs delivered by each of the systems in the portfolio

Download RECs Delivered

Is the information in this report correct? **REQUIRED**

No

Provide a detailed explanation of inaccuracies in this report - ComEd

Please provide either an explanation in the textbox above or upload a response below

Provide a detailed explanation of inaccuracies in this report - Ameren

Please provide either an explanation in the textbox above or upload a response below

Provide a detailed explanation of inaccuracies in this report - MidAmerican

Please provide either an explanation in the textbox above or upload a response below

REC Delivery Report Explanation ComEd

Choose File No file chosen

Note:

- Please separate replies by utility where indicated

Completing and Submitting Annual Report

- After Selecting [No], the Approved Vendor will be asked to provide an explanation of the inaccuracies in the utility fields provided
- The Approved Vendor can also upload explanations as an alternative way to respond with an explanation of the inaccuracies

1. RECs delivered by each of the systems in the portfolio

Download RECs Delivered

Is the information in this report correct? **REQUIRED**

No

Provide a detailed explanation of inaccuracies in this report - ComEd

Please provide either an explanation in the textbox above or upload a response below

Provide a detailed explanation of inaccuracies in this report - Ameren

Please provide either an explanation in the textbox above or upload a response below

Provide a detailed explanation of inaccuracies in this report - MidAmerican

Please provide either an explanation in the textbox above or upload a response below

REC Delivery Report Explanation ComEd

Choose File No file chosen

REC Delivery Report Explanation Ameren

Choose File No file chosen

REC Delivery Report Explanation MidAmerican

Choose File No file chosen

Completing and Submitting Annual Report

- Questions 4 – 6 request information on collateral held by each utility, a summary of requests for REC obligation suspensions, reductions, or eliminations due to force majeure events; and information on consumer complaints received

4. Balance of collateral held by each utility (\$)

Enter 0 rather than leave blank if no collateral for a given category.
Enter values with a decimal and no dollar sign (99.00)

Balance held by ComEd - Cash REQUIRED

Balance held by ComEd - Letter of Credit REQUIRED

Balance held by Ameren Illinois - Cash REQUIRED

Balance held by Ameren Illinois - Letter of Credit REQUIRED

Balance held by MidAmerican - Cash REQUIRED

Balance held by MidAmerican - Letter of Credit REQUIRED

5. A summary of requests for REC obligations, suspensions, reductions, or eliminations due to force majeure events REQUIRED

Provide a detailed response - ComEd

Please provide either an explanation in the textbox above or upload a response below

Provide a detailed response - Ameren

- Fields are provided for each utility
- All fields marked as 'Required' must be completed

Completing and Submitting Annual Report

- Approved Vendors with Community Solar applications will be asked an additional question to confirm subscription rates

Community Solar Subscriber Information for _____ | Solar Plant

Percentage subscribed on a capacity basis as of May 31, 2020: 100.00 %
Subscriber turn-over rate during energy year: 2.15 %
Total subscriber turn-over rate: 2.15 %

Subscribers	Residential	Small Commercial	Large Commercial/Industrial	Government	Non-Profit
Number of Subscribers	6	1	2	6	0
kW Subscribed	3.9900	17.9600	8.0300		0

Is the information above regarding Community Solar Subscribers accurate? **REQUIRED**

I attest that any and all community solar disclosure forms were signed by the subscribers.

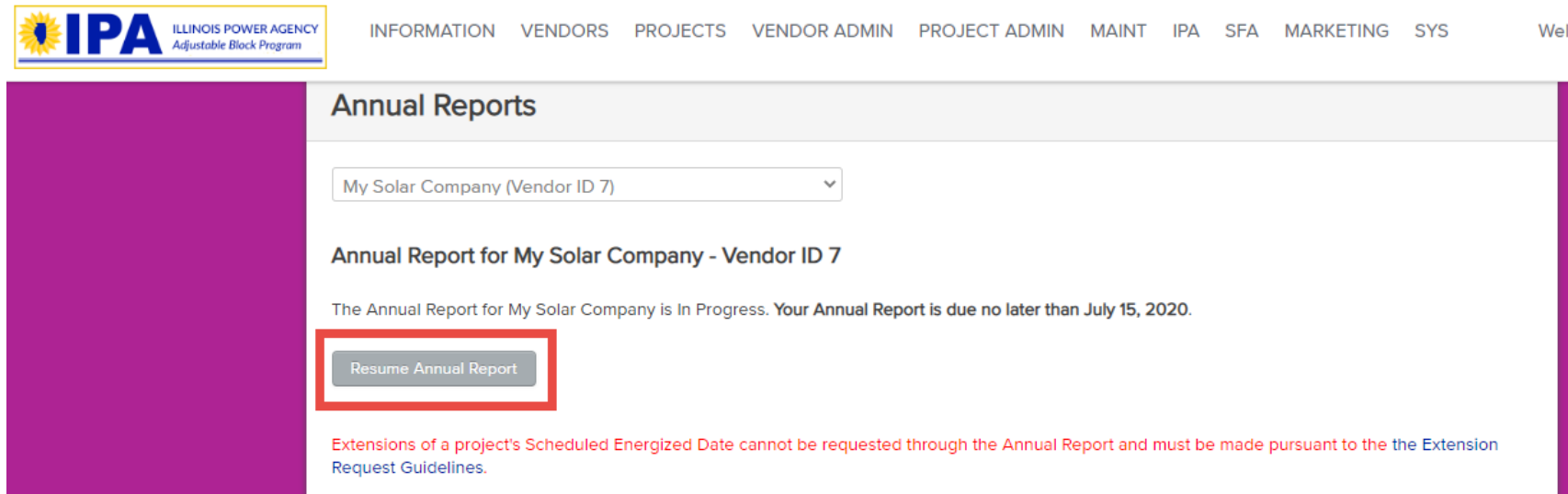
Completing and Submitting Annual Report

- The Approved Vendor can save the Annual Report responses if the Approved Vendor needs to return to the report to complete at a later time by selecting the [Save Responses] button

Information related to job training will be collected separately from the rest of the annual report data after its stakeholder comment process concludes.



- The Annual Report can be resumed from the Annual Report Dashboard by selecting [Resume Annual Report] button

The screenshot shows the 'Annual Reports' section of a web application. At the top left is the IPAA logo (Illinois Power Agency Adjustable Block Program). A navigation menu includes: INFORMATION, VENDORS, PROJECTS, VENDOR ADMIN, PROJECT ADMIN, MAINT, IPA, SFA, MARKETING, SYS, and Wel. Below the menu, a dropdown menu is set to 'My Solar Company (Vendor ID 7)'. The main heading is 'Annual Report for My Solar Company - Vendor ID 7'. A message states: 'The Annual Report for My Solar Company is In Progress. Your Annual Report is due no later than July 15, 2020.' A button labeled 'Resume Annual Report' is highlighted with a red border. At the bottom, a red text notice reads: 'Extensions of a project's Scheduled Energized Date cannot be requested through the Annual Report and must be made pursuant to the the Extension Request Guidelines.'

Completing and Submitting Annual Report

- When the Annual Report is complete, select the [Submit Report] button at the bottom of the Annual Report

Information related to job training will be collected separately from the rest of the annual report data after its stakeholder comment process concludes.



- After the Annual Report is submitted, the Approved Vendor can Verify when the Annual Report was submitted and access the completed report by selecting the [View Completed Report] from the Annual Report Dashboard

**Adjustable Block
Program Administrator**

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