



Illinois Shines / Adjustable Block Program Approved Vendor Annual Reporting

InClime

July 1st, 2021

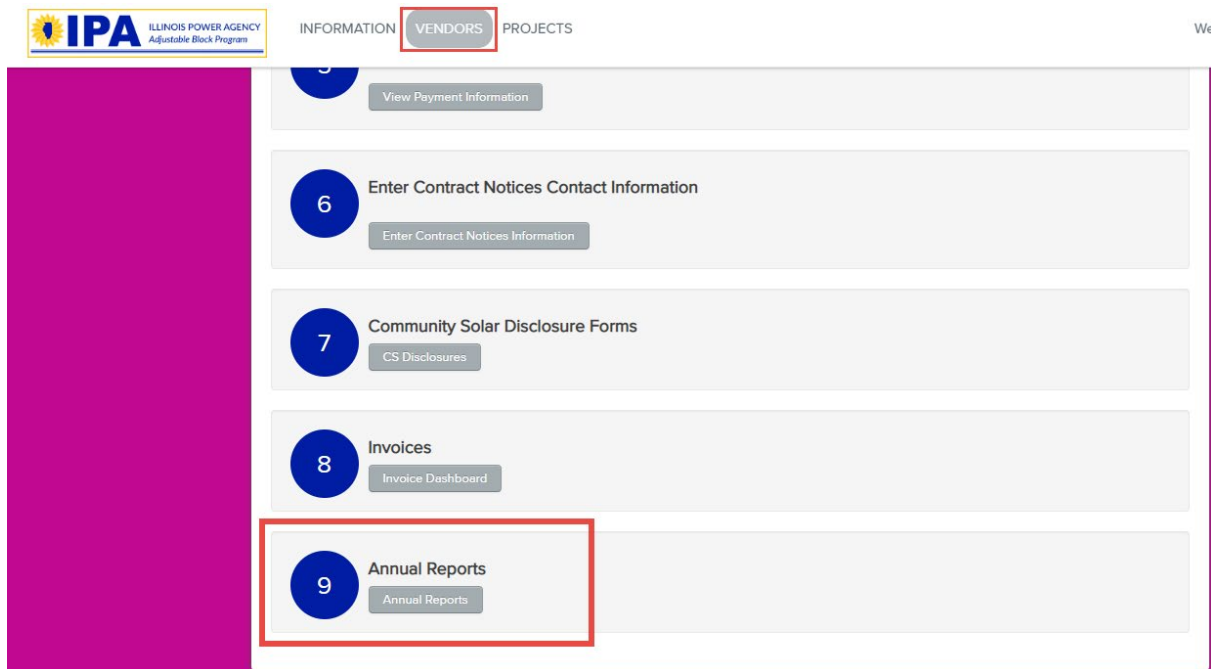
Approved Vendor Annual Report

- Approved Vendors will submit an Annual Report of the contracts and systems in its portfolio between June – May 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 their systems:
 - 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
 - Information related to job training

Accessing the Approved Vendor Annual Report

Accessing Annual Report

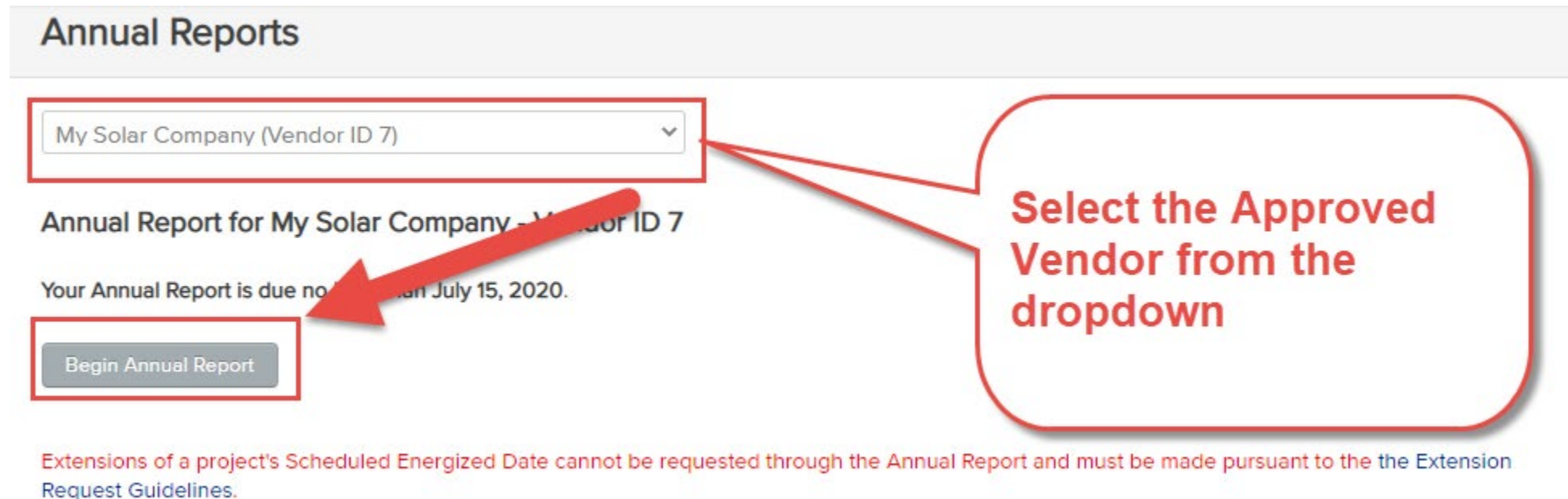
- Seller (Approved Vendor) shall submit to Buyer (Contracting Utility) and the IPA a REC Annual Report by July 15 following the end of each Delivery Year. Failure to submit the Annual Report by July 15 is an Event of Default
- The Approved Vendors are notified of their responsibility to submit the Annual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

Yes

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

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

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 797)

Annual Report Dashboard

Annual Reports are inclusive of all ABP activity from June 1, 2020 through May 31, 2021.

Please separate replies by utility where indicated below.

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

For Community Solar projects, the REC price used in this report reflects the price from the most recently reviewed Quarterly Report. If no Quarterly Report has been completed for the project, the price at the time of Part 2 Verification is used.

Download RECs Delivered

If you were required to complete a 2020 annual report and it contained RECs with a vintage of May 2020 that were delivered in June 2020 and allocated to the 2020 delivery year, these RECs have been shifted to the 2021 delivery year to adhere more accurately with the REC contract's requirement for physical delivery on or before May 31.

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

-- Specify One --

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**

-- Specify One --

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

Download Systems Energized without RECs

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

-- Specify One --

Applicable Project No	Category	Tracking System	REC Unit	REC Price	Total Cost	Contracting Utility
1234 Test 1	DG	GATS	NON1234C	1	72.97	72.97 Ameren
1234 Test 2	DG	GATS	NON5678E	1	64.79	64.79 Ameren
1234 Test 3	DG	GATS	NON9876I	1	72.97	72.97 Ameren
1234 Test 4	DG	GATS	NON4321M	1	72.97	72.97 Ameren
1234 Test 5	DG	GATS	NON1122O	1	73.23	73.23 Ameren
1234 Test 6	DG	GATS	NON4455R	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?’

Note:

- Please separate replies by utility where indicated

Annual Reports

My Solar Company (Vendor ID 797)

Annual Report Dashboard

Annual Reports are inclusive of all ABP activity from June 1, 2020 through May 31, 2021.

Please separate replies by utility where indicated below.

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

For Community Solar projects, the REC price used in this report reflects the price from the most recently reviewed Quarterly Report. If no Quarterly Report has been completed for the project, the price at the time of Part 2 Verification is used.

Download RECs Delivered

If you were required to complete a 2020 annual report and it contained RECs with a vintage of May 2020 that were delivered in June 2020 and allocated to the 2020 delivery year, these RECs have been shifted to the 2021 delivery year to adhere more accurately with the REC contract's requirement for physical delivery on or before May 31.

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

- For Community Solar projects, the REC price used in this report reflects the price from the most recently reviewed Quarterly Report. If no Quarterly Report has been completed for the project, the price at the time of Part 2 Verification is used
- If you were required to complete an annual report for the previous year and it contained RECs with a vintage of May that were delivered in June and allocated to the previous delivery year, these RECs have been shifted to the current delivery year to adhere more accurately with the REC contract's requirement for physical delivery on or before May 31.

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

6. Summary and status of consumer complaints received related to Adjustable Block Program projects, including sales and marketing efforts, whether or not those efforts resulted in a project application. Please indicate if the complaint was submitted to the Adjustable Block Program, the Illinois Commerce Commission, the Office of the Illinois Attorney General, or directly to the Approved Vendor or Approved Vendor designee (some complaints may fall into more than one category). The Program Administrator reserves the right to request additional information. REQUIRED

Provide a detailed response

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

The following document types are allowed: pdf, png, gif, jpg, jpeg, xls,xlsx, csv

Summary and Status of Consumer Complaints

No file chosen

- 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 after clicking "Submit Part 1".



Please note that clicking the Save Progress button means you can come back to this report with your progress saved. After clicking Submit Part 1, you will no longer be able to edit the responses on this page.

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

Annual Reports

My Solar Company (Vendor ID 797) ▼

Annual Report for My Solar Company - Vendor ID 797

Annual Report Year: 2021 ▼

The Annual Report for My Solar Company is In Progress. Your Annual Report is due no later than **July 15, 2021**.

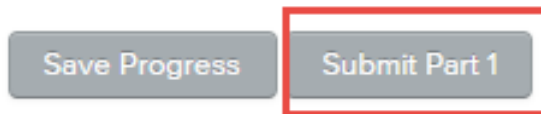
Resume Annual Report

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

- When the Part I of the annual report is complete, press the [Submit Part 1] button at the bottom of the first page to progress to Part 2 of the Annual Report to complete the Job Training section.
 - Please note: **After pressing the [Submit Part 1], you will no longer be able to edit the responses on the first page**

Information related to job training will be collected after clicking "Submit Part 1".



Please note that clicking the Save Progress button means you can come back to this report with your progress saved. After clicking Submit Part 1, you will no longer be able to edit the responses on this page.

Completing and Submitting Annual Report

- Annual Report Part II – Job Training and Workforce Diversity
 - Approved Vendors are required to provide information on *job training hiring for the development of ABP projects*, as well as information on *workforce diversity*
 - Each of these sections are separated into sub-sections to report direct and indirect data
 - A data table and a narrative must be completed for each Direct Data section
 - If an Approved Vendor has Indirect Data to report, a narrative and data table must be completed for each Indirect Data section for which the Approved Vendor has data available.
 - A data table and a narrative must be completed for each Direct Data section and, if applicable, each Indirect Data section
 - Direct data means hiring and employment on the Approved Vendor's payroll
 - Indirect data means hiring and employment by the Approved Vendor's designees, installers, sub-contractors, etc.

Completing and Submitting Annual Report

- Job Training Hiring for Development of ABP Projects - Direct Data

Job Training Hiring for Development of ABP Projects - Direct Data

Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor's payroll. For Approved Vendors that are LLCs without any employees, this hiring and employment information should be reported at the parent company level. Reporting should be limited to activities undertaken in relation to the marketing, sale, development, and operation of projects participating the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("0" or "None"). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available

	# Full-Time	# Part-Time	# Temporary ¹	# Hired (Total)	Average Wage (\$/Hour in format 00.00)
Solar Training Pipeline Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Craft Apprenticeship Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multi-Cultural Jobs Programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

¹ Workers hired on a temporary basis should be included only in the temporary category, and not as full-time or part-time in the preceding columns.



	# Full-Time	# Part-Time	# Temporary ¹	# Hired (Total)	Average Wage (\$/Hour in format 00.00)
Solar Training Pipeline Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Craft Apprenticeship Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multi-Cultural Jobs Programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Job Training Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

¹ Workers hired on a temporary basis should be included only in the temporary category, and not as full-time or part-time in the preceding columns.

- Rows can be added to create additional categories for Other Job Training Programs
- Approved Vendors should clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("0" or "None"). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available

Completing and Submitting Annual Report

- Job Training Hiring for Development of ABP Projects - Direct Data Narrative Upload

Job Training Hiring for Development of ABP Projects - Direct Data Narrative Upload

Please upload the required narrative response for job training to the upload slot below. This narrative should include efforts undertaken to recruit/hire trainees (including successes as well as challenges found), whether trainees were hired on a temporary or permanent basis or a part-time or full-time basis, job training program graduate retention rates, any layoffs of job training program graduates, and if available any information on the hiring of job training program graduates who are returning citizens or foster care alumni. If graduates other than those in the three FEJA categories (Solar Training Pipeline Program, Craft Apprenticeship Program, and Multi-Cultural Jobs Programs) were used, a description of the other training program(s) should be included. A separate narrative is required for Direct and Indirect activities. Please refer to the definitions of Direct and Indirect at the top of this page.

Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.

The following document types are allowed: pdf, doc, docx

Job Training Direct Data Narrative **REQUIRED**

Choose File No file chosen

Do you have Indirect Data to Report? **REQUIRED**

no

- Upload the required narrative response for job training

Completing and Submitting Annual Report

- Job Training Hiring for Development of ABP Projects – Indirect Data

- If you have Indirect Data to Report select Yes and complete the data table and a narrative sections

Do you have Indirect Data to Report? **REQUIRED**

yes

Job Training Hiring for Development of ABP Projects - Indirect Data

Indirect data means hiring and employment conducted by the Approved Vendor's designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("0" or "None"). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available

	# Full-Time	# Part-Time	# Temporary ²	# Hired (Total)	Average Wage (\$/Hour in format 00.00)
Solar Training Pipeline Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Craft Apprenticeship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Completing and Submitting Annual Report

- Illinois-based Workforce Diversity - Direct Data

Illinois-based Workforce Diversity - Direct Data

Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor's payroll. For Approved Vendors that are LLCs without any employees, this hiring and employment information should be reported at the parent company level. Reporting should be limited to activities undertaken in relation to the marketing, sale, development, and operation of projects participating the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("0" or "None"). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available

Please ensure that percentages do not exceed 100%. Enter percentages in the format 50% rather than 0.50.

	FTE	% of workforce ³
Race		
Black or African-American	<input type="text"/>	<input type="text"/>
Hispanic or Latinx	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>

Note: FTE = Full Time Equivalent, meaning 1 person fulltime is 1 FTE and a person working 50% of the time is 0.5 FTE, 2 people at 50% would be 1 FTE

- Report the Illinois Workforce Diversity Direct Data by completing the table
- Clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("0" or "None"). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available
- Please ensure that percentages do not exceed 100%. Enter percentages in the format 50% rather than 0.50.

Completing and Submitting Annual Report

- Illinois-based Workforce Diversity - Direct Data
 - Upload the required narrative response for workforce diversity

Illinois-based Workforce Diversity - Direct Data Narrative Upload

Please upload the required narrative response for workforce diversity to the upload slot below. This narrative should distinguish between increasing diversity of the installation workforce and the workforce in administrative, sales, marketing, and technical roles. Please describe the diversity of management and/or supervisor positions compared to your overall workforce working in connection with the Adjustable Block Program. A separate narrative is required for Direct and Indirect activities. Please refer to the definitions of Direct and Indirect at the top of this page.

If applicable, please also include a description of activities undertaken by you or your Designees that did not occur in Illinois but demonstrate that you or your Designees' efforts or commitments to creating a diverse workforce. Any information described herein should be included only in the narrative and not in the data table as the data table should only include data points for your workforce in the state of Illinois.


Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.

The following document types are allowed: pdf, doc, docx

Workforce Diversity Direct Data Narrative **REQUIRED**

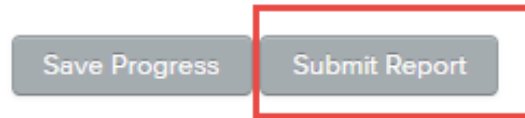
No file chosen

Do you have Indirect Data to Report? **REQUIRED**



Completing and Submitting Annual Report

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



Please note that clicking the Save Progress button means you can come back to this report with your progress saved. The Submit Report button must be clicked in order to for the report to be submitted.

Annual Reports

My Solar Company (Vendor ID 7) ▼

Annual Report for My Solar Company - Vendor ID 7

Your Annual Report was **Submitted** on Jun 25, 2020.

[View Completed Report](#)

- 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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