

# Informational Webinar Agendas and Key Process Workarounds

June 24, 2022

## Transition Updates

### Portal Updates

- Please note the current ABP portal managed by InClime will cease to be available after 2PM Central on June 30, 2022. Read-only access to the old portal will be granted to Approved Vendors and Designees on an as-needed basis and at the discretion of the IPA. Please email [IPA.Solar@illinois.gov](mailto:IPA.Solar@illinois.gov) to request read-only access, if needed.
- The limited portal offerings that will be available during the application pause period will still be found at the Program's URL: [www.illinoisabp.com](http://www.illinoisabp.com)
- **Disclosure Form Generation During Application Pause – Workaround Option for CS AVs**
  - During Program transition and as it develops a new, enhanced ABP portal, Energy Solutions, the new Program Administrator, will be offering a work-around option for generating Disclosure Forms for Community Solar Approved Vendor, via SharePoint, during the transition. This will allow Community Solar Approved Vendors and their Designees to provide bulk Disclosure Form data to Energy Solutions during the application pause, allowing AVs and Designees to maintain customer/subscriber enrollment flow, and acting as a triage option until the CSV and API functionalities are operable in the new portal. This process will be detailed in the upcoming webinars.

The process is as follows:

1. Energy Solutions has created a SharePoint folder for each Approved Vendor that will serve as a hub for all document transfers, including the Annual Report, Bi-Annual Report, and Disclosure Forms.
  2. Energy Solutions will populate the folder with blank disclosure form PDFs that all have a unique Disclosure Form ID populated.
  3. Community Solar Approved Vendors will download the forms, fill them out with the relevant information through their existing systems, and obtain customer signatures. E-signatures are acceptable, as long as they're generated by an acceptable commercial product (per Section 5.A of the Program Guidebook) and include a signature confirmation page. Wet signatures are also acceptable.
  4. AVs will upload disclosure forms back to the SharePoint folder through a CSV template which will allow for a batch upload into the new ABP Portal in August, when CSV upload functionality becomes available. AVs must also upload fully executed Disclosure Form PDFs, which include signature confirmation pages, into the SharePoint folder. CSV and PDF files should be named following conventions determined by Energy Solutions. PDF files need to be named as the Disclosure Form ID; CSV files will utilize unique file names.
  5. Approved Vendors will also be sent a read-only tracker spreadsheet so that they can match Disclosure Forms to projects as part of the Part II verification process.
- **Workaround Processes & Informational Webinars**
    - The handling of Disclosure Forms and other key processes will be reviewed during an initial series of two webinars hosted by Energy Solutions, to demonstrate key application processes, and to answer your questions. The webinars, which will be recorded, will be held on the following dates:
      - Tuesday, June 28<sup>th</sup> from 2-3PM CT
        - Agenda:
          - Introduction of Energy Solutions Team and Program Vision
          - Operational Updates and How To Demonstrations

- What's Next
- Questions and Answers
- Join link for 6/28: <https://energy-solution.zoom.us/j/94224204419>
- Wednesday, July 6<sup>th</sup> from 3-4PM CT
  - Agenda
    - June 28<sup>th</sup> Webinar Re-Cap
    - Operational Updates and How To Demonstrations
    - What's Next
    - Questions and Answers
  - Join link for 7/6: <https://energy-solution.zoom.us/j/98688734379>
- As part of the Program Administrator transition, please keep in mind that the IPA is placing a temporary pause on all ABP applications beginning July 1, 2022 through September 1, 2022. All transition updates can be found on the [ABP Transition Hub webpage](#).

## **General Program Updates**

- **Approved Vendor Annual Report Opening July 5, 2022**  
*Annual Reports will open on **July 5, 2022**, will be completed via secure SharePoint folders, and are due on **July 15<sup>th</sup>**. Invitations to folders will be sent to the **email address on file for each AV from their Approved Vendor application**. Please check your inbox on July 5<sup>th</sup> for a link to the Annual Report Form. You will receive a 2<sup>nd</sup> email with a link to access your SharePoint folder by July 5<sup>th</sup>. Please attend the informational webinars scheduled for 6/28 and 7/6 for more information on the 2022 Annual Report submission process. Additionally, a guide that describes this process will be released in concert with these webinars.*
- **Bi-annual Status Reports**  
*As with 2022 Annual Reports, the completion of Bi-Annual Status Reports will be completed via secure SharePoint folders. When systems are due to submit a bi-annual (or 6-month status) reports, the Program Administrator will generate an Excel report of all required systems, including pre-filled system information, and additional blank columns for Approved Vendors to provide the required system status updates. The report will be saved to the SharePoint folder used for the Annual Report, and an email notification will be sent to each Approved Vendor required to submit a report.*
- **Extension Requests prior to June 30, 2022**  
*For Approved Vendors with project energization deadlines for their projects between June 30, and September 1, 2022, the IPA encourages the rapid submission of extension requests to the IPA and Buyer (prior to July 1, 2022). During the application pause period beginning July 1, a manual update process will be instituted, so AVs are encouraged to submit extension requests prior to June 30<sup>th</sup> for more efficient processing. Please note, extension requests will still be processed throughout the application pause period.*
- **AV Renewals During Application Pause**  
*During the period between July 1, 2022 – November 1, 2022 AV renewals will be paused. Any Approved Vendor that is due for renewal during this period will be considered to be in compliance with Program requirements, and instructed to submit a renewal after the Program portal relaunches on September 1, 2022.*
- **Designee and Approved Vendor Linkages During Application Pause**  
*All Designee and Approved Vendor linkages that are made prior to June 30, 2022 will be kept throughout the application pause period. Approved Vendors that are seeking to create new linkages with Designees during the application pause period may do so by emailing [admin@illinoisabp.com](mailto:admin@illinoisabp.com). Please note that newly formed Designee linkages during the application pause will be tracked manually, and these Designees will not have access to the portal on behalf of their Approved Vendor until September 1, 2022.*