

# Transition Finalized and Upcoming Webinar on July 6th

July 1, 2022

## Transition Updates

- **Energy Solutions Team Introductions**

- The Program Administrator transition from InClima to Energy Solutions is now finalized. The Illinois Power Agency welcomes Energy Solutions as the new Program Administrator for the Adjustable Block Program. Thank you to all stakeholders for your continued patience as we enter the exciting next phase of the program. During this transition phase, as we prepare longer-term solutions and enhancements for key activities, we invite stakeholders to share questions or challenges you are facing so that Energy Solutions may respond and address them as rapidly as possible.
- Meet the Energy Solutions team –We're pleased to share [this brief introduction](#) to our new Program Administrator's lead Program staff, their profiles, and the roles they will be performing for the Program. In upcoming announcements we'll introduce stakeholders to day-to-day operational, strategic and technical contacts from Energy Solutions.

- **Webinar Reminder**

- As part of the initial series of two webinars hosted by Energy Solutions, we'll continue to review and demonstrate key application processes and provide a space to answer your questions. The 6/28/22 webinar included nearly 250 attendees, covered a range of critical transition-phase solutions for key activities, and generated many excellent questions from stakeholders. Energy Solutions reviewed and demonstrated a range of processes which Approved Vendors will use to complete key activities, with our team's support. You can [view a recording](#) and [the presentation slides](#) from the June 28<sup>th</sup> webinar, and access [a summary of Questions and Answers generated](#) from the webinar.
- The second webinar will take place:
  - 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>

- **Approved Vendor Annual Report Opening July 5, 2022**

- Annual Reports will open on **July 5, 2022**, and will be completed by AVs via secure SharePoint folders. Approved Vendors will receive two emails from our team: 1) An invitation to your SharePoint folder will be sent to the **email address on file for each AV in their Approved Vendor application**. 2) A second email with instructions and a link to the Annual Report will be sent on July 5<sup>th</sup>. **Please check your inbox on July 5<sup>th</sup>. If you are missing one or both emails, please contact [admin@illinoisabp.com](mailto:admin@illinoisabp.com).** Annual Reports are due on **July 15<sup>th</sup>**.
- Please review the 2022 Annual Report submission process in the [2022 Approved Vendor Annual Report Guide](#).

- **Portal Updates**

- Beginning the evening of July 1, 2022 registered AVs and AVDs will be able to login to the new ABP portal and generate new disclosure forms. The ability to e-sign a disclosure form will not be available in the portal until July 5, 2022. More information on submitting disclosure forms executed with wet signatures will also be available soon. Disclosure forms with status Submitted, Awaiting Signature, or Complete from the legacy portal will carry over and will also be available soon to view in the new ABP portal.

- Please note the ABP portal administered by InClima is no longer available. Read-only access to the legacy 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 available during the application pause period will continue to be found at the Program's URL: [www.illinoisabp.com](http://www.illinoisabp.com). A manual process to allow CSV uploads for Community Solar projects will be available beginning July 5, 2022. This will be first available to Approved Vendors. If an AV wants to request a Designee have access to CSV Disclosure Forms, please send a request to [admin@illinoisabp.com](mailto:admin@illinoisabp.com).

**REMINDER:** 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](#).

**CONTACT US:** For portal, application, or Program-specific questions and inquiries, please contact [admin@illinoisabp.com](mailto:admin@illinoisabp.com).

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## **General Program Updates**

- **Bi-annual Status Reports**

*As with 2022 Annual Reports, the completion of Bi-Annual Status Reports will be completed via secure SharePoint folders. When individual systems are due to submit a bi-annual (or 6-month status) report, 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.*

- **AV Renewals During Application Pause**

*From July 1, 2022 – September 1, 2022, AV renewals will be paused. Any Approved Vendor that is due for renewal during the period will be considered in compliance with Program requirements and will be instructed to submit a renewal after the Program portal relaunches on September 1, 2022. New Approved Vendor applications will be accepted again beginning on September 1, 2022.*

- **July Invoicing Period Has Commenced**

*From July 1, 2022 – July 10, 2022, Approved Vendors will be able to access and download their invoices by accessing a specific link emailed out on June 30, 2022. This link will only be provided to Approved Vendors that have projects eligible for REC invoicing in July.*

- **Community Solar Subscription Changes During Application Pause Period**

*While the new and enhanced ABP portal is being developed, changes to Community Solar subscriptions will be tracked via SharePoint. The Program Administrator is proposing a draft process using an Excel document listing all subscribers as of 6/30, as well as any unassigned Disclosure Forms. Approved Vendors and Approved Vendor Designees can then update or create new subscribers within this Excel document. The Program Administrator will update with any new Disclosure Forms on a weekly basis. To allow time for data migrations to occur, this option will be available beginning July 20<sup>th</sup>, 2022.*

- **Changes to Part I Traditional Community Solar Applications**

*Changes to Part I applications that went through the waitlist allocation process will be managed using SharePoint folders. The Approved Vendor can make a request by emailing [admin@illinoisabp.com](mailto:admin@illinoisabp.com) to update project details once those details are finalized and ready for submission. The Program Administrator will place the current application details on SharePoint for review and modification by the Approved Vendor. The Approved Vendor can also upload any revised documents required for submission.*

- **Application Processing During Application Pause and Next ICC Submission Date**

*The Program Administrator will process as many applications as possible throughout the application pause; as part of the Program Administrator transition, IPA has placed a temporary pause on all ABP applications*

*beginning July 1, 2022 through September 1, 2022. To allow time for data migrations to occur, Part I and II verifications will resume August 1, although the Program Administrator will review as many applications as possible before this date to support expedited verifications. The next ICC meeting that the Program Administrator will submit projects to the Commission will be September 15, 2022, allowing time for portal development of the re-batching process for Approved Vendors. Additional details on the prioritization of application review during the application pause is forthcoming.*