

August Invoicing, Long-Term Plan Update, and Past Due Annual Reports

July 28, 2022

Program News

- **August Invoicing**

August invoicing will be supported via email, outside of the Portal, with Energy Solutions generating invoices and quarterly netting statements upon request by Approved Vendors. On August 1, 2022, Energy Solutions will email Approved Vendors who have projects eligible for invoicing in August. Approved Vendors will need to respond to that email and request invoicing documents. Energy Solutions will provide the invoicing documents by email, for Approved Vendors to submit to utilities via the usual process.

- **Commission Approves Long-Term Renewable Resources Procurement Plan, including Consumer Protection Handbook and Contract Requirements**

On July 14, 2022, the Illinois Commerce Commission approved the IPA's Long-Term Renewable Resources Procurement Plan, with modifications. The IPA intends to file and publish the Final 2022 Plan by September 1, along with an updated Guidebook. The Commission also approved consumer protection documents that were filed with the Plan, with minor modifications. The IPA has updated the Consumer Protection Handbook and Contract Requirements consistent with the Commission's Order and **AVs/Designees must be in full compliance with new requirements in these documents by August 28, 2022**. Please carefully review these important documents here:

- Cover Letter – [Consumer Protections Handbook and Contract Requirements](#)
- [Consumer Protections Handbook](#)
- [ABP Contract Requirements – Distributed Generation](#)
- [ABP Contract Requirements – Community Solar](#)

- **Sector Strategists and Support for AVs**

The Program Administrator is excited to share that Sector Strategist staff members will soon be available to support AVs and Designees, with focus on providing support, guidance, and insights specific to the sectors/arenas in which stakeholders are working, including Distributed Generation (Large and Small), Community Solar (Traditional and Community-Driven CS), and Schools. Energy Solutions looks forward to collaborating with AVs to support their work. Please watch for more information in the upcoming weeks, including outreach to AVs, introductions to the team, and details on the infrastructure, resources, and support we'll be providing.

We thank AVs and Designees for continuing to share questions, challenges, and feedback that will help optimize our support, software development, and more. For a refresh on the processes shared in the July 6, 2022 AV Informational Webinar, please [view a recording, presentation slides](#), and a summary of webinar [Questions and Answers](#).

Transition Updates

- **Limited Exceptions on Disclosure Form Timing and Compliance Requirements**

As previously shared, the Program is allowing a **limited exception** from the requirement that customers review and sign Disclosure Forms prior to executing their installation or subscription contract, in consideration of temporary Portal unavailability during the transition period. This exception will **only apply** for contracts that were signed by the customer on June 30 through **August 5, 2022**, and all impacted customers must still subsequently receive and sign a Disclosure Form. **On August 6, 2022, the requirement that customers review and sign Disclosure Forms before the contract is signed will apply again in full.** As a reminder, if your company has new customers who signed a contract between June

30 through August 5 and who did not sign a Disclosure Form prior to contract execution, **you must follow the below steps to qualify for this exception:**

- By **August 19, 2022**, provide to the Program Administrator **EITHER** 1) a list of the affected customers (customer name and contract execution date) **OR** 2) copies of the executed contracts, which must include the customer name and execution date. These documents should be shared via an Approved Vendor's secure SharePoint and organized by Designee (if Designees were being used to conduct sales).
- Provide completed Disclosure Forms for the affected customers within 3 weeks of the customers' contract execution date.
- Submit the signed Disclosure Forms for the affected customers to the Portal within 6 weeks of the customers' contract execution date.
- **Portal Capabilities, Support, and Workaround Processes**
 - As of July 14, 2022, registered AVs and Designees can log in to the ABP portal to generate new Disclosure Forms, and customers can now utilize the wet signature or the e-signature feature for Disclosure Form execution; other key activities and processes are being supported via SharePoint (submission of Annual or Bi-Annual Reports, CSV process for Community Solar Disclosure Forms and Community Solar Subscriber Management) or via email (including Designee Requests, Extension Requests, Need Info Responses, and General Questions). The Program Administrator is continuing to support stakeholders needing assistance with the Portal, including login support, password assistance, Disclosure Form generation, and more. Please continue to contact the Program Administrator for support.

REMINDER: During the Program Administrator transition, the IPA has placed a temporary pause on all new ABP project application submissions between 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 or call 877-783-1820.

Requirements and Reminders

- **Review of Approved Vendor Annual Report Submissions and Curing of Deficiencies**

*Annual Reports were due on **July 15, 2022**. **Non-submittal of an Annual Report constitutes an event of default under the REC Contract, and Approved Vendors who did not submit Annual Reports are out of compliance with their REC Contract(s) and Program requirements.** Non-submittal of an Annual Report can impact future participation in the Adjustable Block Program and put customers at risk. Please utilize this guide for how to submit the report: [2022 Annual Report Guide](#). Energy Solutions is reviewing submitted Annual Reports, and will follow up with questions or to request missing information from AVs within 60 days of July 15, 2022 (by September 13, 2022). Approved Vendors must promptly respond to and address requests for clarification or additional information. All Approved Vendors must have complete Annual Reports, including curing any missing or requested information, within 90 days of the Annual Report due date, by October 13, 2022.*
- **AV Renewals During Application Pause**

As previously shared, AV renewals are paused from July 1, 2022 – September 1, 2022. Any Approved Vendor that is due for renewal during this 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.