

# Final Block Sizes, New Program Guidebook, and Portal Re-Opening Resources

August 31, 2022

## Program News

- REMINDER - Program Year 2022-23 Webinar TODAY at 1PM**  
 In support of various updates to the Program, a Welcome to the 2022-2023 Program Year webinar will be held **today, August 31, 2022 at 1:00 p.m. CT** via [Zoom at this link](#).
- Program and Portal Re-Opening Tomorrow, September 1, 2022, and Program Year Resources**  
 Tomorrow, September 1, 2022, marks the re-opening of the Adjustable Block Program, including the ability to submit Part I project applications for Distributed Generation and Community-Driven Community Solar projects via [the Portal](#), ability to create new Community Solar Disclosure Forms via CSV template, ability for new vendors to apply to participate in the Program, and more. Additional Portal features and functionality will become available in the weeks and months following the September 1 re-opening. In recognition of the re-opening, transition processes, and substantial updates to the Plan, a Program Year 2022-23 Resource Guide will be shared following today’s webinar, and addresses Portal capabilities, REC prices, updated REC contracts, the updated Program Guidebook, and new Consumer Protection Handbook, and more.
- Final Block Sizes for 2022-23 Program Year with Reallocation of Uncontracted Capacity**  
 The initial capacity for the 2022-2023 delivery year was a total of 627MW allocated across the six Group/category combinations.

Uncontracted capacity from the 2021-2022 Program Year has been reallocated as defined in Section 1.D of the updated Program Guidebook. The final Block sizes for the 2022-2023 program year with the addition of uncontracted capacity allocation are as follows:

	Small DG	Large DG	TCS	CDCS	EEC	Public Schools
<b>Group A</b>	41.18 MW	57.58 MW	51.27 MW	10.55 MW	43.59 MW	154.85 MW
<b>Group B</b>	99.09 MW	99.09 MW	119.63 MW	24.27 MW	101.04 MW	

- Leniency Period for Disclosure Forms Extended Until Further Notice**  
 In support of Approved Vendors and Designees transitioning to the new ABP Portal, and especially in recognition of challenges surrounding Disclosure Form functionality, [the IPA announced](#) on August 19, 2022, that it will continue to accept Disclosure Forms signed after execution of installation and subscription contracts. Program participants will no longer be required to follow the steps outlined in the Agency’s August 5, 2022, announcement to qualify for this exception. The extended leniency period will last until generation of Disclosure Forms through the ABP Portal is functioning as intended. The Agency will issue a subsequent announcement when Disclosure Form functionality is functioning as intended and will allow a two-week grace period before Disclosure Forms must be signed prior to contract execution.
  - For the June – August 2022 invoicing period:** Community Solar subscribers (who signed their contract during the Disclosure Form leniency period, which started on June 30) may be submitted as subscribers to projects without a Disclosure Form. Those subscribers must be actively subscribed within the utility Portal.
  - For the September – November 2022 invoicing period:** The Program expects that it will end the Disclosure Form leniency period sometime during the September – November 2022 invoicing period. For the September – November and future invoicing periods, the Program will continue to apply exceptions to normal Program requirements specifically for subscribers who signed their subscription contract during the Disclosure Form leniency period. If a customer signed their subscription contract during the Disclosure Form leniency period, the subscriber can be assigned to a

CS project in subsequent invoicing periods (a) with a Disclosure Form that may be signed after the subscription contract was executed, or (b) without a Disclosure Form, if the AV/Designee is unable to obtain the customer's signature on a Disclosure Form after exercising best efforts. Additional information around these exceptions will be forthcoming; the Program may require the Approved Vendor or Designee to submit a copy of the customer's contract to verify the date that it was signed. If a subscriber signs their contract after the end of the Disclosure Form leniency period, the subscriber must sign their Disclosure Form before their subscription contract, and the Disclosure Form must be submitted to the Program in order to assign the subscriber to a CS project.

The Agency and the Program Administrator are committed to providing a robust Portal and enhanced support for stakeholders, and greatly appreciate the patience and feedback from Program participants during this transition period.

- **New Program Guidebook Available for Approved Vendors and Designees**

An updated [Program Guidebook](#) for Program Year 2022-2023, conforming to the final [2022 Long-Term Plan](#), was published on August 29, 2022, and is now available. The Program Guidebook, along with a redline comparison between the Current Guidebook and the previous version published on December 10, 2021, are now available in the [Resources section of the ABP website](#). Approved Vendors and Designees should review the Current Guidebook and adhere to any updated policies and procedures.

- **September REC Invoicing**

September REC invoicing will utilize SharePoint folders outside of the Portal. Approved Vendors who have projects eligible for invoicing will be contacted via email by the Program Administrator. Invoices will be available on SharePoint for secure file transfer. All invoice dates will be set to September 1, 2022; however, Approved Vendors can email the Program Administrator to request an alternate date for the invoicing period, if desired.

## **Transition Updates**

- **Program Administrator Office Hours for Portal Support**

To support AVs and Designees experiencing technical difficulties with use of the Portal, the Program Administrator is continuing to offer open "office hours" to answer questions, provide support, or gather feedback. Sessions are held with individual AV or Designee points of contact via Zoom, with a waiting room used to allow for individual appointment privacy. Questions and answers arising from the hours will be anonymously shared so that all stakeholders can benefit from the information. Upcoming office hours are planned for the following dates and times, with more dates expected to follow.

- Thursday, September 1 – 3:00 p.m. – 4:00 p.m. CT – Zoom link available [here](#).
- Tuesday, September 6 – 11:00 a.m. – 12:00 p.m. CT – Zoom link available [here](#).
- Thursday, September 8 – 3:00 p.m. – 4:00 p.m. CT – Zoom link available [here](#).

**REMINDER:** 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) or call 877-783-1820.

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## **Requirements and Reminders**

- **Full Compliance with New Requirements in Consumer Protection Handbook Now Required**

As previously shared, AVs/Designees must now be in full compliance with new requirements in the Consumer Protection Handbook and Contract Requirements documents. The Consumer Protection Handbook [replaces](#) both the Distributed Generation and Community Solar Marketing Guidelines documents; the Marketing

Guidelines documents are now out-of-date. All relevant documents, including the new [Consumer Protection Handbook](#) and ABP Contract Requirements guides for DG and CS projects, are available on the [Program Guidelines page](#) of the ABP Website.

- **Community Solar Quarterly Subscriber Verification**

The Program Administrator has finalized Subscriber Workbooks on SharePoint, where Approved Vendors will submit Quarterly Community Solar Reports, as applicable.

- The leniency period has been extended and Disclosure Forms will continue to be accepted after contract execution until further notice.
- **Subscriber workbooks on SharePoint must be updated today, August 31, 2022**, to support the quarterly subscriber verifications. Workbooks will be downloaded **tomorrow, September 1, 2022**, and timestamped to support the quarterly subscriber verification. Please see the [webinar recording](#) from July 6, 2022, for more information on this process.
- Subscriber workbooks do not yet contain any Disclosure Forms created using the Workaround SharePoint Process. Please advise the Program Administrator once fully executed Disclosure Forms are uploaded to SharePoint and CSV templates are updated. At such time, the Program Administrator will update subscriber workbooks with any additional Disclosure Forms from SharePoint.
- Any required Community Solar Quarterly Reports will be collected via this workbook and must be completed between September 1, 2022 and September 10, 2022.

- **AV & Equity Eligible Contractor (EEC) Applications, AV Renewals**

**Tomorrow, September 1, 2022**, the Program Administrator will post links to an AV application form for new AVs and for AV renewals, including the ability for new and existing AVs to apply to become an Equity Eligible Contractor. Soon after Program re-opening on September 1, the Program Administrator will contact AVs who are due for renewal to submit their renewal applications.

Individuals submitting Approved Vendor applications will need to email additional documents to the Program Administrator at [admin@illinoisabp.com](mailto:admin@illinoisabp.com) to support their application. Review of all Approved Vendor applications will resume on September 1, 2022, with applications reviewed in the order they are received.