



**Announcement Regarding Portal Functionality, Leniency on Disclosure Form Requirements, and Community Solar Subscription Verification**

**August 19, 2022**

On August 5, 2022, the Agency published a number of Adjustable Block Program updates, including updates on the process of the transition to the new Program Administrator, limited exceptions surrounding compliance with the Program's Disclosure Form requirements, and the community solar subscriber management process workaround while the ABP Portal remains closed. Subsequent to that announcement, the Agency has received requests from Program participants for additional exceptions around the Disclosure Form process and other functionality within the ABP Portal.

The Agency and the Program Administrator realize that the transition to the new ABP Portal, especially surrounding Disclosure Form functionality, has been difficult for Program participants to navigate. The Agency apologizes both for the issues with the limited ABP Portal functionality and the confusion surrounding those issues, and is fully committed to resolving each of these items as expeditiously as possible. This announcement provides important updates regarding additional Disclosure Form leniency, community solar subscription verification for the quarterly period ending August 31, and the offering of virtual meetings with the Program Administrator to address specific issues that program participants are experiencing within the ABP Portal.

**Exception to Disclosure Form Timing Requirement**

The Agency has determined that it is necessary to continue the limited exception to the requirement that customers review and sign Disclosure Forms prior to executing their installation or subscription contract. Program participants will no longer be required to follow the steps outlined in the Agency's [August 5 Announcement](#) to qualify for this exception. **The Agency will continue to accept Disclosure Forms that are signed after the contract for a limited time, until such time as the Agency is satisfied that the ABP Portal's generation of Disclosure Forms is fully functional.** For customer contracts that are signed between June 30 and the end of this leniency period, the Disclosure Form may be executed after the installation or subscription contract. The Agency will issue a subsequent announcement when Disclosure Form functionality is restored and will allow a two week grace period before the requirement that Disclosure Forms be signed prior to the signing of contracts to go back into effect.



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For distributed generation projects, complete and signed Disclosure Forms will still be required to initiate a project application. As previously announced, the Program will begin accepting applications for the 2022-2023 delivery year on September 1, 2022. For community solar customers who sign a contract during the extended leniency period, Approved Vendors and Designees should make best efforts to obtain the customers' signatures on Disclosure Forms within one month of the Agency's notification that the ABP Portal's generation of Disclosure Forms is functioning properly.

*Community Solar Quarterly Subscription Verification & Invoicing*

The Agency has further determined that it is necessary to continue to utilize the SharePoint-based process for subscriber management for the quarterly invoicing period which ends on August 31. As the Disclosure Form process within the Portal is not yet functioning as intended, subscribers for the June – August 2022 quarterly period may be submitted as subscribers to projects without a Disclosure Form. Those subscribers **must** be actively subscribed within the utility Portal. Currently, this exception is limited to the quarterly period ending August 31 only; the Agency will revisit this determination and evaluate whether a similar provision will be necessary in the next quarterly period.

*Program Administrator Office Hours*

The Program Administrator is working to set up virtual “office hours” to listen to and remedy issues that Program participants are experiencing within the Portal. Users will be able to enter a virtual meeting individually with members of the Program Administrator's development team to share their screen and user experience directly. Additional detail on Office Hours was included in the Program's weekly announcement that went out August 19, 2022.

The Agency is fully confident in the Program Administrator's ability to resolve the Portal issues, offer a robust platform, and improve the administration of the Adjustable Block Program. The Agency appreciates the patience and feedback from Program participants as it transitions to a new Program Administrator and adjusts the Adjustable Block Program requirements in accordance with the Climate and Equitable Jobs Act.