

# Newly-Updated Program Guidebook, Support for Batching Functionality, and Traditional Community Solar Webinar and Support

October 21, 2022

## Program News

- **Newly-Updated Program Guidebook Now Available**

An [updated Program Year 2022-2023 Guidebook](#)—including a [redlined version](#) highlighting differences from the last version—is now available for all Approved Vendors and Designees in the [Program Resources section](#) of the Program website. The updated Program Guidebook replaces the version of the Guidebook shared on August 29, 2022, and incorporates updated information reflecting Traditional Community Solar guidelines and scoring, clarifications on the public schools category, and references to the finalized 2022 REC Delivery Contracts. The former version of the Program Guidebook is no longer current, but is available for reference as an archival document on the Program website.

- **Batching Release in Portal Pushed to October 27, 2022**

Batching functionality in the portal is now scheduled for release on October 27, 2022, to begin at 8:00 a.m. CST. Technical documentation in support of the batching release has been shared at: <https://illinoisabp.com/portal-help/>, and extended office hours will be offered on October 27 and October 28, 2022. Please see the Office Hours section below for details.

- **Upcoming Traditional Community Solar (TCS) & Batching Webinar on Monday, October 24, 2022**

Ability for Approved Vendors to submit Traditional Community Solar project applications will open on November 1, 2022, at 8:00 a.m. CPT. In support of the application opening, the Agency recently issued [TCS Project Scoring Guidelines](#), [TCS Scoring Rationale](#) and [TCS Clarifications](#). A webinar will be held on October 24, 2022, at 1:00 p.m. CST, to provide information about portal processes, TCS project requirements and scoring, as well as availability of project application support from the Program Administrator. Stakeholders are encouraged to ask questions and to review technical TCS application documentation that will be shared at: <https://illinoisabp.com/portal-help/>. The Program Administrator will also offer office hours on October 24 and October 26, 2022. Please see the Office Hours section below for details. Join the webinar at: <https://energy-solution.zoom.us/j/95373684104>

- **Request for Stakeholder Feedback on Initial Energy Workforce Equity Database**

Chapter 10 of the [2022 Long-Term Renewable Resources Procurement Plan](#) describes a suite of equity-related requirements, including the Minimum Equity Standards that take effect June 1, 2023, requiring that 10% of the workforce for projects in the Adjustable Block Program be Equity Eligible Persons (“EEPs”). To facilitate hiring of EEPs to meet this standard, the Plan proposed a phased rollout of the Energy Workforce Equity Database described in Section 1-75(c-25) of the Illinois Power Agency Act (“IPA Act” or “Act”). While the Agency works on the phased roll out of the comprehensive database across 2023, the Agency proposes an interim database focused on two key functionalities: (1) allowing Equity Eligible Persons to identify themselves to potential employers, and (2) for employers to post jobs for which they are seeking Equity Eligible Persons. The Agency welcomes stakeholder comments and feedback on Energy Workforce Equity Database. Responses to this **Request for Stakeholder Feedback should be submitted to the Agency by October 26, 2022**, by emailing written responses to [IPA.Solar@illinois.gov](mailto:IPA.Solar@illinois.gov) with the subject “Responder’s Name - Response to Energy Workforce Equity Database Feedback Request.” The stakeholder feedback document with the proposed approach can be found here:

<https://ipa.illinois.gov/content/dam/soi/en/web/ipa/documents/equity-database-stakeholder-feedback-request-october12-2022.pdf>

- **Upcoming and Recorded Equity Accountability System Webinars, and Additional Resources**

In accordance with Chapter 10 of the [Final 2022 Long-Term Plan](#), the Agency and Program Administrator are leading introductory webinars to the Equity Accountability System (EAS), providing an overview of the EAS, discussion of key elements, future opportunities and requirements for Approved Vendors and Designees, and available support from the Program Administrator. The first webinar was held October 4, 2022, and [questions and answers](#) have now been posted to the [Equity Accountability System page](#) of the Program website, along with a recording of the webinar, presentation slides, and an attestation form that stakeholders are asked to complete following viewing of the webinar.

On November 15, 2022, at 10:00 a.m. CPT, the Program Administrator and Agency is holding a second webinar on the EAS, to provide more information on annual compliance plan submission and assessment with more education and training to follow in early 2023. Participants are encouraged to ask questions during the Question & Answer section of the webinar. **Attendees can join the webinar via Zoom at this link:** <https://energy-solution.zoom.us/j/95834352530>

- **Ongoing Program Portal Updates**

The Program Administrator continues to update and optimize the new Program portal, provide new and updated supporting documents, as well as additional Office Hours for support, with updated sessions outlined in the Transition Updates section below. Ongoing portal updates will now be published at the Program website at <https://illinoisabp.com/portal-updates/>. Recent updates include the following.

- **New Feature Functionality** - Batching functionality for all project categories other than Traditional Community Solar will be available in the portal beginning at 8 a.m. CPT on Thursday, October 27, 2022
- **New Feature Functionality** - Traditional Community Solar Part I application submission will be available in the portal beginning at 8 a.m. CPT on Tuesday, November 1, 2022
- **Feature Improvement** - AVs with multiple Vendor IDs now have ability to view any of their Vendor IDs' Disclosure Forms or Applications. As part of the November 1, 2022 re-opening of TCS applications, Community Solar AVs will be able to select any of their Vendor IDs in order to create a Part I application.
- **Data Migration** - Part I applications that were submitted or in progress in the legacy portal, and which were not yet associated with a batch ID, are now visible in the portal. These applications, with the exception of Traditional Community Solar projects that were previously waitlisted, will be available for batching on October 27, 2022. The Program Administrator is continuing importing of legacy portal Traditional Community Solar applications.
- **Issue Reports and Bug Fixes** - Some Approved Vendors have reported difficulties with CSV uploads. No known portal issues exist, though the issue is being investigated. AVs should confirm they have downloaded and are using the current CSV templates, available in the portal, and utilizing the correct DG form depending on project and purchase/lease type. Each DG category requires its own template and upload.

A suite of technical documents and portal help guides has been added to the Program website. Stakeholders can access the latest technical support tools at: <https://illinoisabp.com/portal-help/>

- **Ongoing Operations Updates**

The Program Administrator continues to work diligently to ensure that Program operations and processes are functioning efficiently and effectively to ensure ongoing Program success and stakeholder support. Recent and forthcoming operational updates include:

- Processing of project applications submitted prior to July 1, 2022, and transition to the new Program Administrator is expected to be completed by the end of October, with further information to follow. Following review of applications submitted prior to July 1, the Program Administrator will begin processing newly received applications from the Portal, in the order in which they were received.

- Part II Applications are currently being processed in the order that they are received.
- The Program Administrator is making continued progress on Community Solar subscriber verification, and AVs can soon expect to receive summaries for review.

## **Transition Updates**

- **Program Administrator Office Hours**

To support AVs and Designees experiencing technical difficulties with use of the Portal or in resolving other challenges, the Program Administrator is pleased to continue offering open “office hours” to answer questions, provide support, and gather feedback. Sessions are held with individual AV or Designee points of contact, via Zoom, utilizing a waiting room for individual appointment privacy. Please remain in the waiting room until the Administrator is able to get to you. Many Approved Vendors and Designees continue to take advantage of the office hours, which are supported by members of the Program Administrators’ service, strategy, operations and technical teams, and provide an opportunity to establish direct relationships with the Program Administrator. Upcoming office hours are planned for the following dates and times, with more dates expected to follow:

- **Special Support for Traditional Community Solar release on 11/1** – Monday, October 24 – 10:00 a.m. – 11:00 a.m. CPT - Join link: <https://energy-solution.zoom.us/j/95588710302>
- **Special Support for Traditional Community Solar release on 11/1** – Wednesday, October 26 – 10:00 a.m. - 11:00 a.m. CPT – Join link: <https://energy-solution.zoom.us/j/95588710302>
- **Special Support for batching release** – Thursday, October 27 – 8:00 a.m. – 10:00 a.m. CT and 12:00 p.m. to 2:00 p.m. CPT - Join link: <https://energy-solution.zoom.us/j/95588710302>
- **Special Support for batching release** – Friday, October 28 – 8:00 a.m. – 10:00 a.m. CT and 12:00 p.m. to 2:00 p.m. CPT - Join link: <https://energy-solution.zoom.us/j/95588710302>
- Wednesday, November 3 – 10:00 a.m. – 11:00 a.m. CT - Join link: <https://energy-solution.zoom.us/j/95588710302>

**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.

---

## **Requirements and Reminders**

- **Illinois Department of Labor (IDOL) Prevailing Wage Training Webinars**

As noted in the [2022 Long-Term Renewable Resources Procurement Plan](#), most Adjustable Block Program projects must comply with the Illinois Prevailing Wage Act, which requires that employees engaged in construction activities related to a project be paid prevailing wage; minimum compensation levels are set by the Illinois Department of Labor. Information regarding prevailing wage can be found on the Program’s [Prevailing Wage Hub](#). IDOL is hosting informational webinars on prevailing wage requirements and will answer questions as time allows during scheduled webinars, which will be held via WebEx at the following upcoming dates and times.

- Wednesday, November 16 at 3:20 p.m. CT – Join link: <https://illinois.webex.com/illinois/j.php?MTID=mbcef9ff65828f936043500c4b3a33d26>

- **Program Year 2022-2023 Resources Available for Stakeholders**

On September 1, 2022, the launch of the Program Year 2022-2023, a variety of resources were released for Prospective and Approved Vendors and Designees. Resources are available at the following links.

- [Approved Vendor Application \(includes Equity Eligible Contractor application\)](#)
- [Welcome to Program Year 2022-2023 Webinar](#)
- [Program Year 2022-2023 Resource Guide](#)
- [Program Year 2022-2023 Webinar Q&A](#)