Illinois Shines/Adjustable Block Program

Portal Help Guides: Part I Applications

Last updated: November 18, 2022

Prepared by: Energy Solutions & Illinois Power Agency

What’s a Project Application?

A **project application** summarizes the information that is needed for the IPA to assign the project to a block. The block assignment sets the REC price for the project.

The application process has two parts:

- **Part I:** Completed during the system design phase and submitted to the Illinois Commerce Commission (ICC) as part of a batch.
- **Part II:** Completed to confirm the project’s final specifications after the batch is ICC-approved and the project has been energized.

> *What can I do in the Portal?*
> AVs can currently submit Part I applications.
> AVs will be able to submit Part II applications in a **future** update.

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What's a Project Application?

How are applications related to Disclosure Forms?

- **Distributed Generation:** A completed (customer-signed) Disclosure Form is required to start a Part I Application.

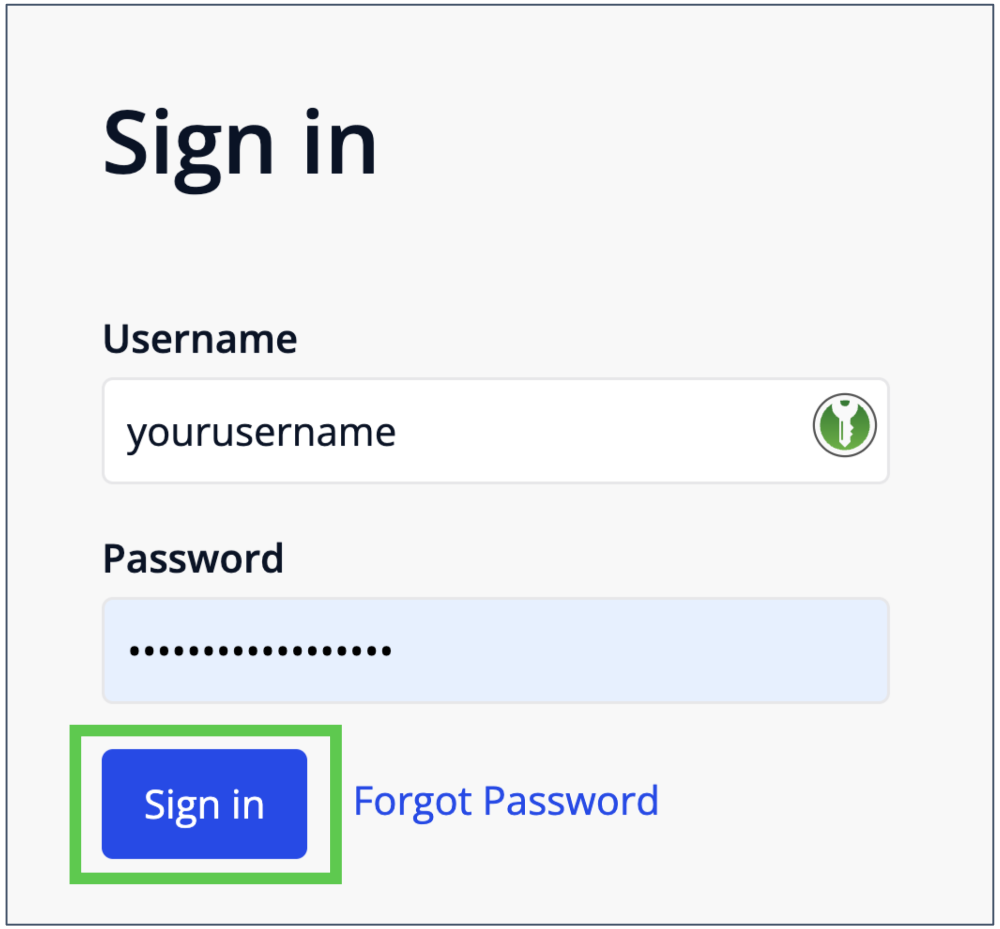
- **Community Solar:** A completed DF is currently **not** required to start a Part I Application due to the **Disclosure Form Leniency Period**.
  - A signed DF will be required when submitting Part II, or within one month of Portal functionality being restored (as announced at https://illinoisabp.com/transition-updates/) – whichever occurs first.

Topics

- **View a list** of your applications
- **Start** a new application
  - Distributed Generation (DG)
  - Community Solar (CS)
- **Resume** an incomplete application
- Part I App **step by step** walkthroughs
  - Distributed Generation (DG)
  - Community Solar (CS)
  - New **Traditional Community Solar** section
  - Final steps
- Frequently asked questions (FAQs)

> *Please note:*
> The Project Applications functionality is only available to **Vendors** (AVs).

Getting started: Logging in



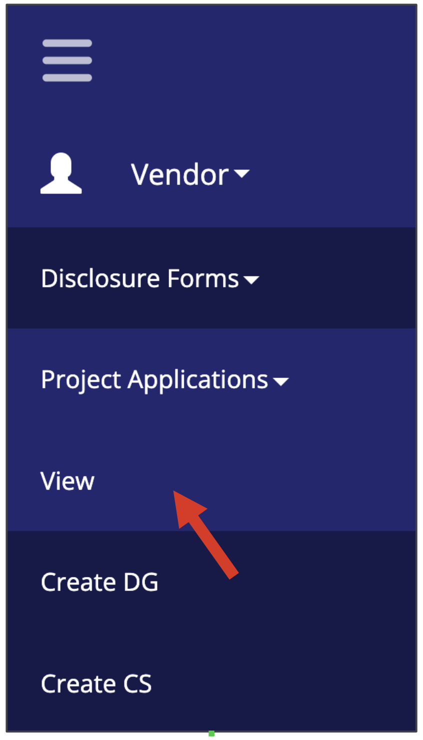
Step 1: In your browser, navigate to https://portal.illinoisabp.com/

Step 2: Enter your registered username and password.

- Usernames are *case-sensitive*.
- If you don't remember your password, select the "*Forgot Password*" link and follow the prompts.
- Contact Support for further help at admin@illinoisabp.com

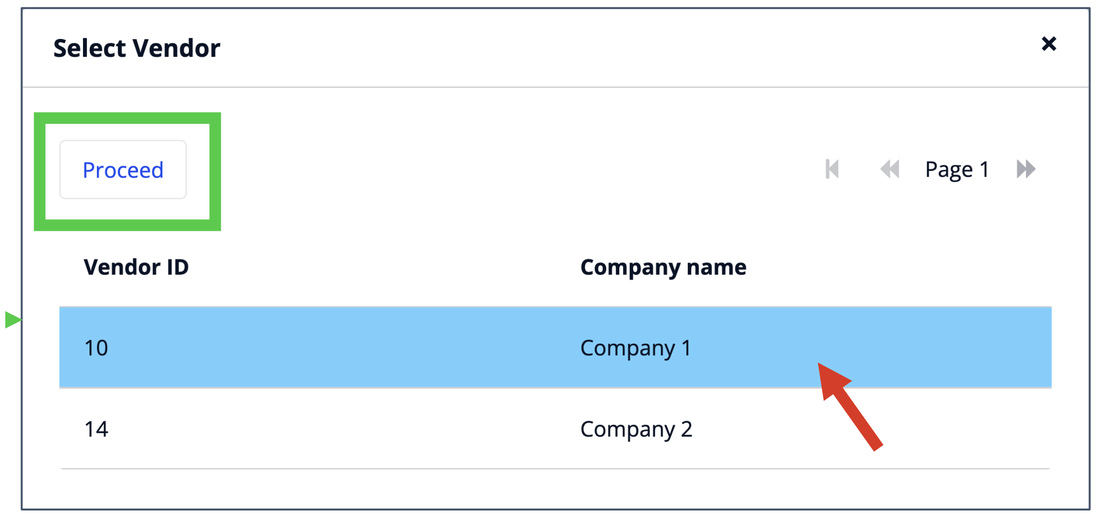
Step 3: Select "*Sign In*" to be taken to your Dashboard.

Getting started: View task

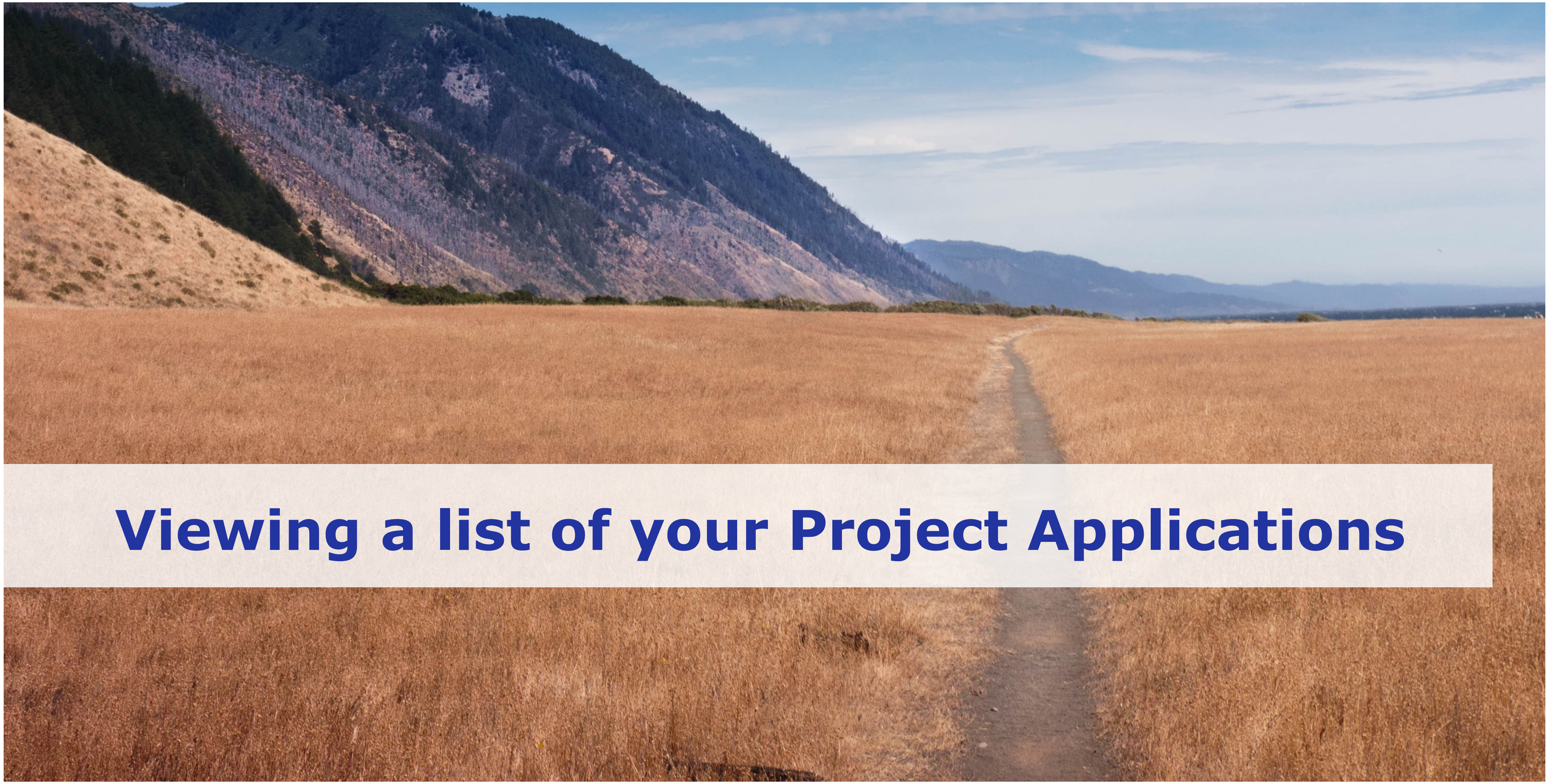


Step 4: In the **left** menu, expand the Vendor role and then the "*Project Applications*" functionality. Then select the "***View***" task.

Step 5: *(If prompted)* Select a Vendor from the list in the pop-up window. When it's highlighted, select the "*Proceed*" button.



Note: Some AVs may be taken directly to the View task without seeing the pop-up.



Viewing a list of your Project Applications

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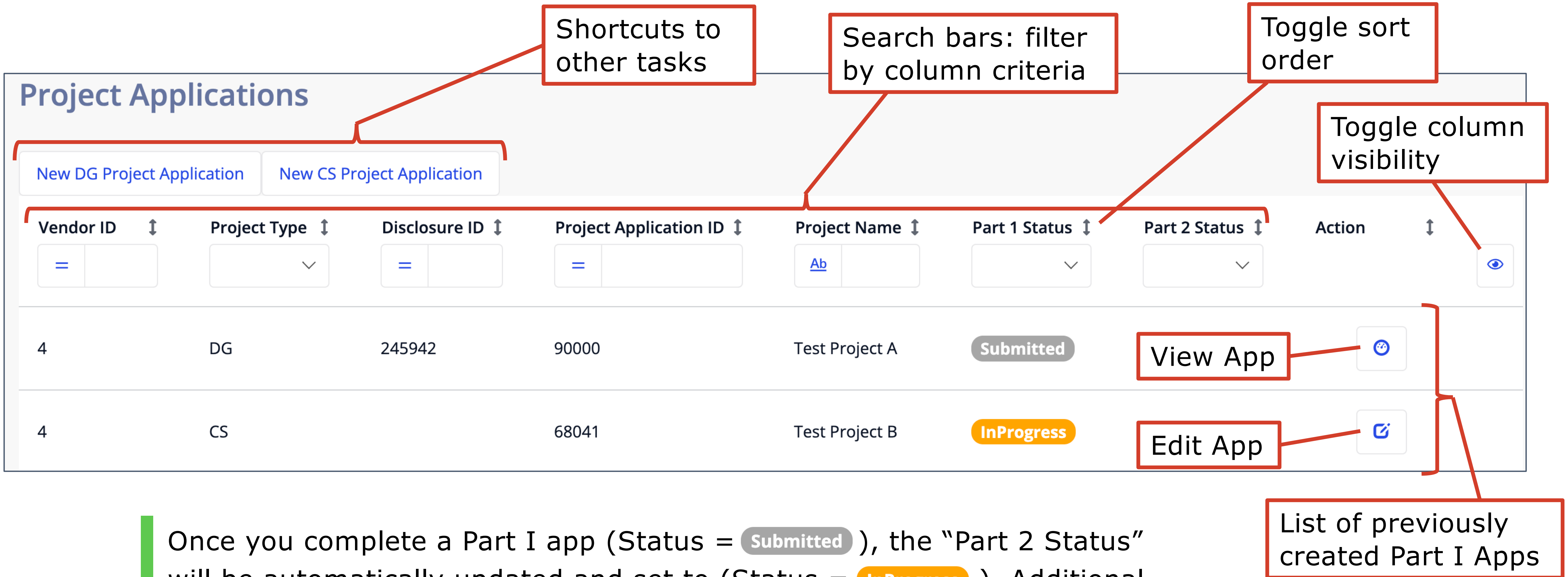
Viewing your Part I Apps list: Overview



Once you complete a Part I app (Status = Submitted), the "Part 2 Status" will be automatically updated and set to (Status = InProgress). Additional Part II app Portal functions will be available in a future update.

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Viewing your Part I Apps list: Overview

Shortcutting to other tasks

Select the buttons **above** the table to jump to the "Create DG" and "Create CS" tasks.

Sorting the table

By default, projects are listed in order of creation. Select an arrow to the **right** of any column to sort by that column in default, ascending (alphabetical), or reverse order.

> *Tip:* Sort the Project Application ID column in **reverse** order to see your most recently created projects.

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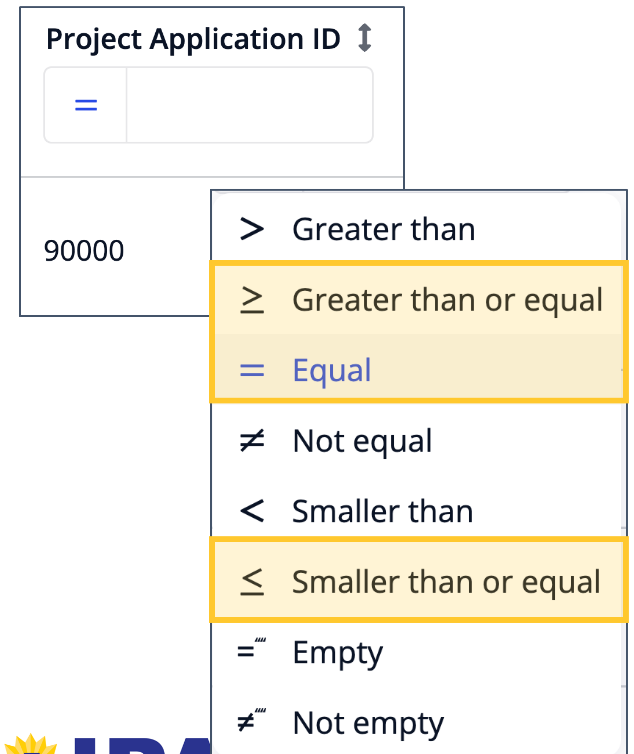
Viewing your Part I Apps list: Overview

Use the search bars at the **top** of each column to filter your list of Project Apps.

- The portal will search all of your Apps.
- You can search/filter multiple columns simultaneously.



For number-only content (search bar has "=" button):

- Select the button to try other match criteria.

=	You know the **exact** Project App ID
≥	Find more recent apps (**higher** numbers)
≤	Find older apps (**lower** numbers)

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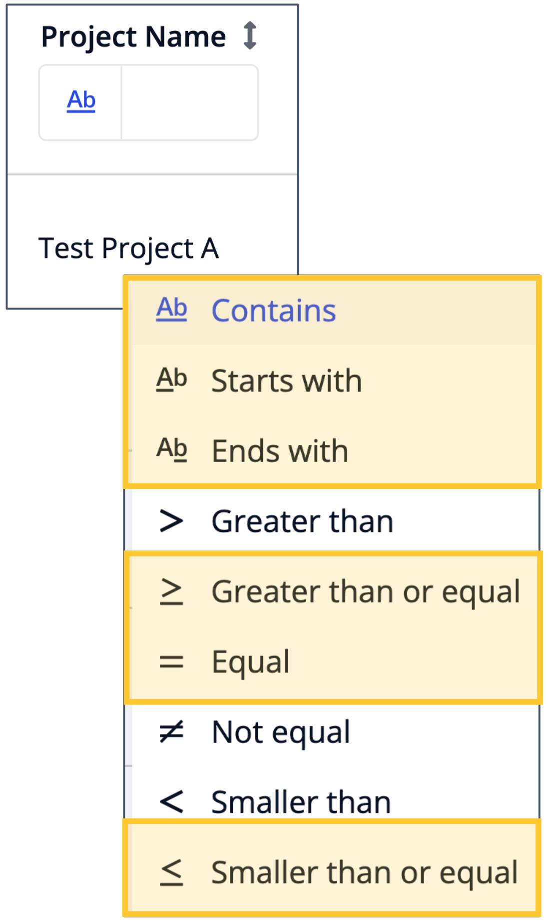
Viewing your Part I Apps list: Overview

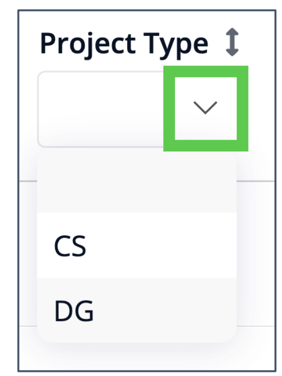


For text content (search bar has "Ab" button):

- Select the button to try other match criteria.

Ab	You know: **any part** of the Project name
Ab	…the **beginning** of the name
Ab	…the **end** of the name
=	…the **exact** name
≥	Find everything **alphabetically before**
≤	Find everything **alphabetically later**

For dropdown content (search bar has down arrow):
Select the down arrows to see your options.



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Apps list: what do the table columns mean?

Column Name	Meaning
Vendor ID	The number that uniquely identifies your company
Project Type	Whether the project is under DG or CS
Disclosure ID	*DG only:* the uniquely identifying number assigned to your **DF** by the portal
Project Application ID	A uniquely identifying number assigned to your **application** by the portal
Project Name	The name you selected for your project in Step 2 of Project Application creation
Part 1 Status/ Part 2 Status	Indicates the current status of each part of the Application (see next page)
Action	Select an appropriate next action, based on the form's status: • "**Edit**" (square icon) – continue *InProgress* application • "**View**" (round icon) – inspect an application in any other status

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“Part 1 Status” meanings

These statuses are set as an AV moves a project through the Part I process:

Status	Meaning
InProgress	Application was created, but not yet complete
Submitted	Application was finished and submitted. The Application may be added to a batch.
Withdrawn	Project is withdrawn from further consideration at AV request.

These statuses are set as the Program Administrator (PA) reviews batches*:

Need Info	Further information is required before the project/batch can be forwarded to the ICC
Verified	PA confirms that project/batch is complete and will be forwarded to the ICC
Reviewed	Project/batch has been reviewed by the ICC

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*See the “Batching” guide at https://illinoisabp.com/portal-help/

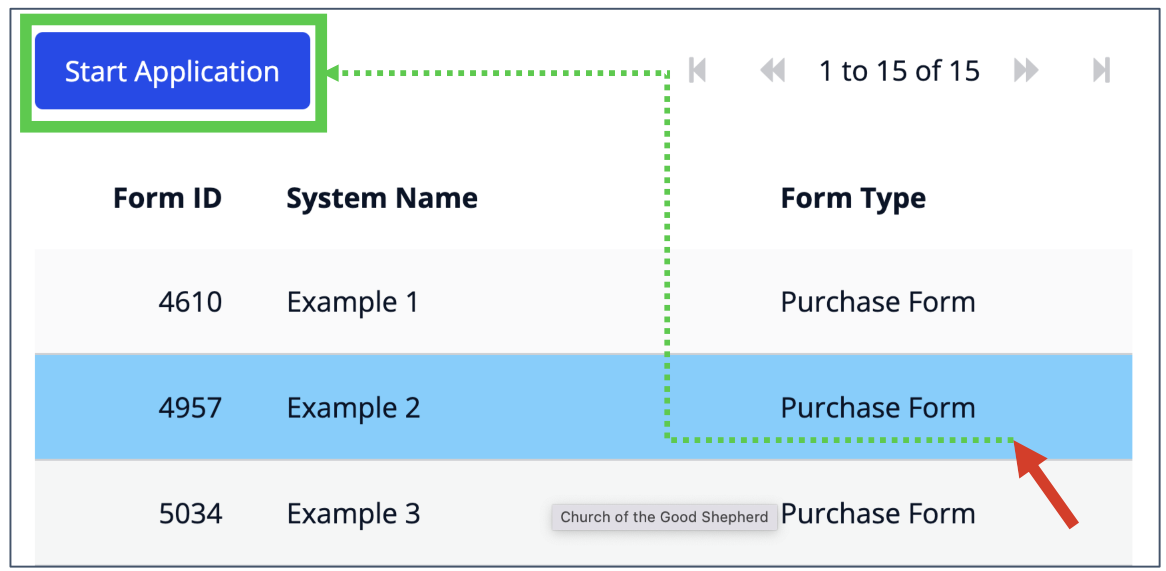
Starting a new Part I App - DG

Starting a new Part I Application - DG

A "Completed" status Disclosure Form is required to start a Distributed Generation Part I Application.

Step 1: Navigate to the Project Applications> **Create DG** task. If prompted, select the Vendor ID / Company Name.

Step 2: A pop-up window will ask you to choose a DF to convert into a Part I Project App. Select to highlight, and then select the "*Start Application*" button.



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Starting a new Part I Application - DG

Step 2 (cont.): If you have a large number of DFs, you can use the input fields above the table to search for a specific DF.

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Starting a new Part I App - CS

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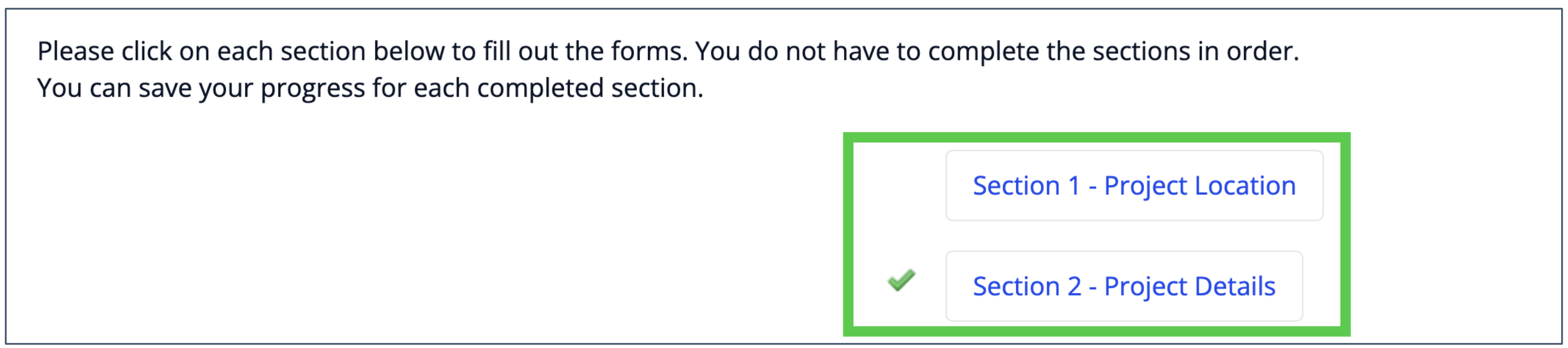
Starting a new Part I Application - CS

*A completed DF is **<u>not</u>** required to start a Community Solar Part I Application.*

Step 1: Navigate to the Project Applications> **Create CS** task. If prompted, select the Vendor ID / Company Name. You'll be brought to a "New Project Application" page. If you need to exit this page, use your browser's "BACK" button or the portal menu.

Step 2: Use the "*Section #*" buttons to work on each section. The green check mark (✓) appears in front of a button once you've completed that section.



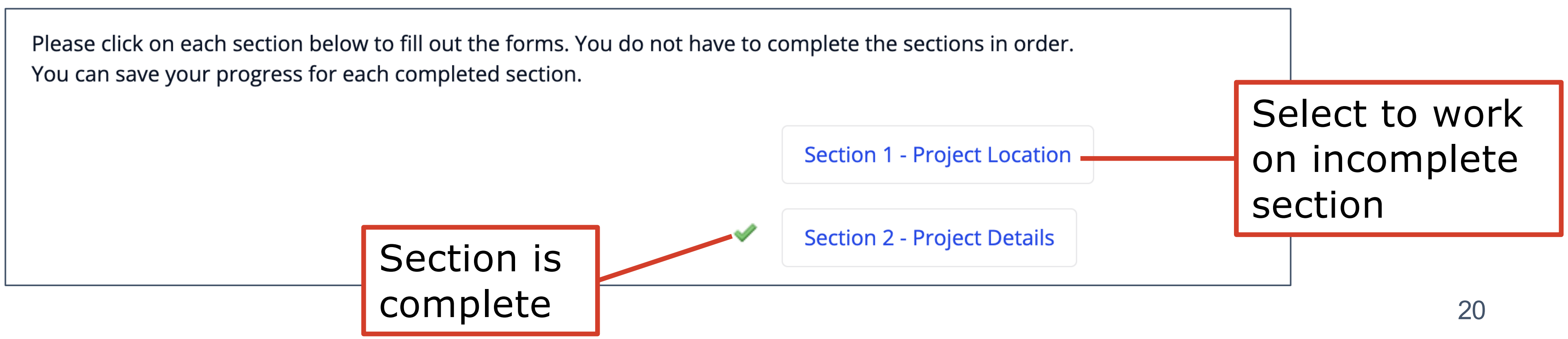
Resuming an incomplete Part I Application

Resuming an incomplete Part I App (DG or CS)

Step 1: Navigate to the Project Applications> **View** task. If prompted, select the Vendor ID / Company Name associated with the incomplete Part I App.

Step 2: The table of existing Part I Apps will appear. Find your incomplete App in the list and confirm that its Status is "InProgress." In the Action column, choose the square "*Edit*" icon button.

Step 3: The portal will bring you to the page for your App. Scroll down and select the "*Section #*" buttons to continue working on those sections.



Part I DG App: Step by step walkthrough

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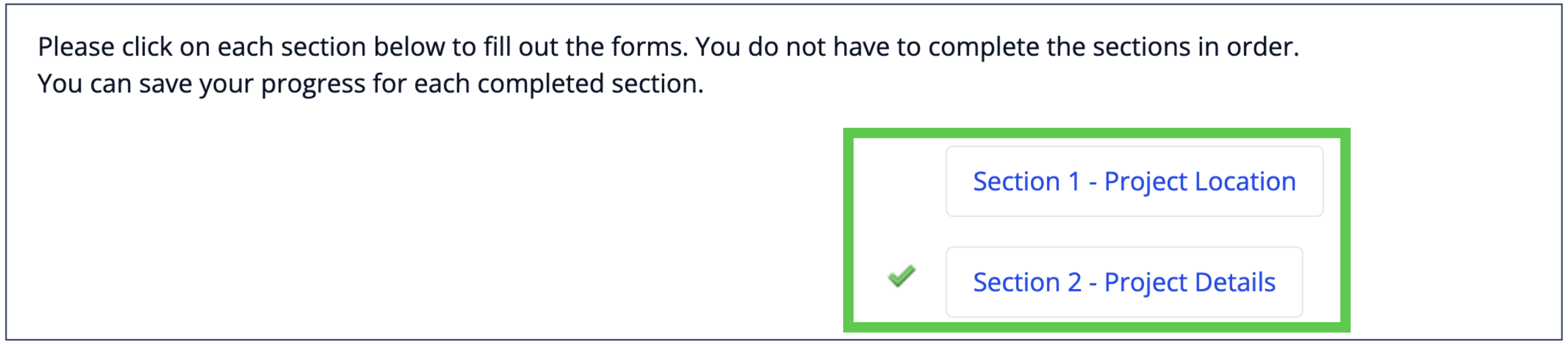
Part I DG Application: Step by step

When you create or resume a Part I App, you'll be brought to a "New DG Project Application" page. The "*Exit Application*" button at the **top right** takes you back to the Project Applications > **View** task.

Use the "*Section #*" buttons to work on each section. The green check mark (✓) appears in front of a button once you've completed that section.



Navigating Part I App creation: general tips

- The **right** sidebar contains tips on how to fill out each section.

- Completed (✓) sections appear locked. To re-edit your entries before submitting the App, select the "*Revisit*" button at the **bottom** of the page.

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Section 1 – Project Location

Project Location gives the physical address of the solar project.

Label	What to enter
Project Owner (if different than Property Owner) *	Name of the customer or customer's representative
Address (Street, City, State, Zip, etc.)	Physical address – fill in all that apply Will also be used for PVWatts® Capacity Factor in Section 5.
Latitude, Longitude, and Parcel Number	*Optional.* Alternative location inputs for Capacity Factor calculation if address doesn't work. To find Lat and Long, enter the address at the PVWatts® site in the "Get started" field.

Some legacy portal applications were originally imported without address data. If you see a "*Use Existing Address*" button, you can now select it to auto-fill the data from the updated portal database.

Section 2 – Project Details

Project Details are used to assign the project to a block and batch type.

Label	What to enter
Customer Type	Use the dropdown to select the financial sector
Financing Structure	Use the dropdown to select Customer Owned (Purchase), PPA, or Lease
Completed a Project Application on the same parcel of land?	If "Yes", you'll be prompted for the previous Project App ID (type a number)
Expansion of an existing facility?	If "Yes" (adding more panels), you'll be prompted for the previous Project App ID (type a number)

> If you need help finding the previous Project App IDs for the above questions, try opening a new browser window with the Project Applications > **View** task (right-click and "*Open Link in New Tab*") and filtering your Apps (for example, by Project Type, Name, and Part I Status.

Section 2 – Project Details (cont.)

Label	**What to enter**
Public school	Must be a public K-12 institution (not private or higher education). If “Yes”, you’ll answer additional questions:
• Tier 1 or 2?	If you don’t know the school’s ranking, download the FY 2023 EBF Calculation Excel file from the ISBE link. In the “Base Calc” sheet, filter or search Column B for the school name. The tier is shown in Column X. If the answer is ”Yes”, copy the data from Columns A and B to the two new questions.
• Environmental Justice Community?	*Will be shown only if the answer to “Tier 1 or 2?” is “No”: EJC is an alternative qualifier for this block.* On the Map, enter the school’s name and/or address. The EJC score will appear below the search bar. Example: Environmental Justice Community Through Calculation No
Project Category	Choose a “Small” (<=25 kW) or “Large” (>25 kW and >=5 MW) classification based on inverter AC size • Choose EEC (Equity Eligible Contractor) if your company meets the EEC criteria • Choose “Public School” if you answered “Yes” above

Section 3 – Owner and Installer Information

Label	What to enter
Owner Information	If the project is Customer Owned (Purchase), try the "*Use my Property Location Information*" button or enter the customer's address. If the project is PPA or Leased, try the "*Use my Approved Vendor Information*" button (if appropriate)
Installer Information	If "Yes", you'll answer additional questions:
• Installer contact	Try the "*Use my Vendor Information*" button (if appropriate)
• Installer certification	Answer must be "Yes". Search the ICC database at the link to confirm. Choose a different installer if necessary.
Job training program graduates	Enter a number. Job programs include: • Clean Jobs Workforce Network Program • Clean Energy Contractor Incubator Program • IL Climate Works Preapprenticeship Program • Returning Residents Clean Jobs Training Program • Clean Energy Primes Contractor Accelerator Program • Other Qualified Programs within the Solar Training Pipeline and Multi-cultural Jobs Programs created under ILCS 5/16-108.12

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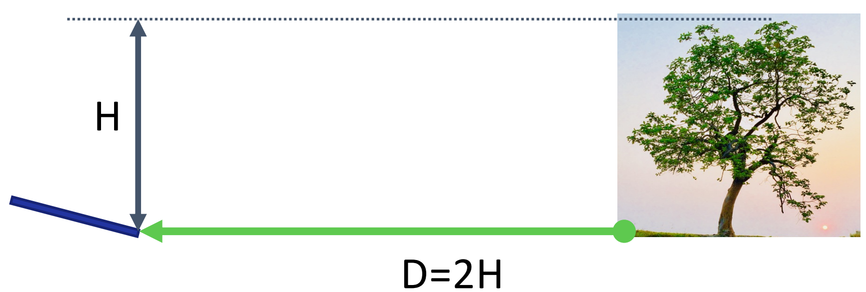
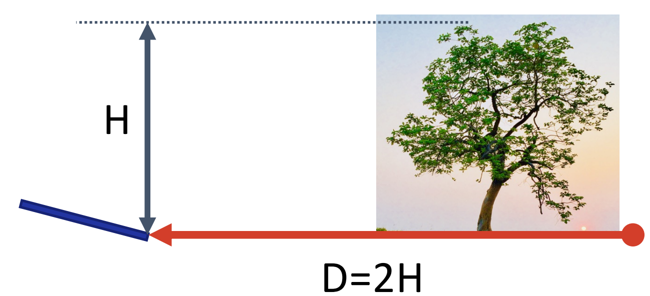
Section 4 - System Details and Performance

Label	**What to enter**
Inverter size	**Total of all inverters in kW AC** up to 2 decimal places. After you fill out the Array orientations (last item), check that this number is equal to or less than the **total** capacity of all arrays.
Inverter efficiency (%)	A number with up to 2 decimal places (96.00 provided by default)
Ground cover ratio	A number between 0.01 and 0.99 (0.40 provided by default)
Minimal shading criteria	Answer "Yes" if no obstructions with a height "H" above the system are located within a distance "D" equal to twice the height (D=2H) from the system in all directions except North. If "Yes", the system will be able to use a standard capacity factor in Section 5.

Meets minimal shading criteria



Does <u>not</u> meet minimal shading criteria



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Section 4 – Array orientation

Please add an Array Orientation (description) for each sub-group of PV modules with a particular power rating and/or physical orientation (tilt and/or azimuth angle). For example, if the project has one set of modules at 365 W and a second set at 400 W, you should add two entries (one for each set).

Label	**What to enter**
Module Power Rating DC	A number without labels, e.g., “380”
Number of modules	The number of panels in the group
System Tilt	A number in degrees (unlabeled) from 0 to 90 *Tilts > 80 are subject to review*
System Azimuth	A number in degrees (unlabeled) from 0 to 359 *Azimuths > 270 or < 90 are subject to review*
Mounting Location, Tracking Type	Use the radio buttons and dropdown to make consistent selections – for example, if you choose “Roof mounted” tracking, make sure the location is “Roof”
Bifacial panels?	If “Yes”, you must provide an alternative capacity factor in Section 5

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Section 5 – REC Estimate

Please make sure that Section 1 (project address or coordinates), Section 2 (Details), and Section 4 (array orientations) have been completed before you attempt Section 5.

Label	**What to enter**
REC Estimate Methodology	The default is "PVWatts". You should first complete a calculation using PV Watts even if your final choice is "Custom Capacity Factor". If you have bifacial panels or did not meet the minimal shading criteria (Section 4), you'll start with the PV Watts calculation, and then switch to "Custom Capacity Factor". See the next page for step-by-step details.

The PV Watts Output and Capacity Factor are calculated by the NREL website.
The REC estimate is calculated by the portal according to the formula:
Year 1 Output x Length of REC Delivery Contract in Years (15 or 20) x Average Degradation Across Years of REC Contract
The result is rounded down to a whole number. See pg. 66 of the Program Guidebook to learn more.

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Section 5 – REC Estimate – PV Watts

To complete this section, you'll first run the PV Watts calculation to set a baseline.

Step 1: Make sure that "REC Estimate Methodology" is set to "PVWatts".

Step 2: Select "*Calculate*" to run the REC estimation.

If the REC Estimate is 0:

- Check your address or add Lat and Long coordinates in Section 1
- Review/correct your entries in Section 4. If there were no errors, try changing the "Tracking Type" in one Array Orientation to another option, then change it back.

If you change the data in other sections, you should return to this section and select "Calculate" to update the estimate.

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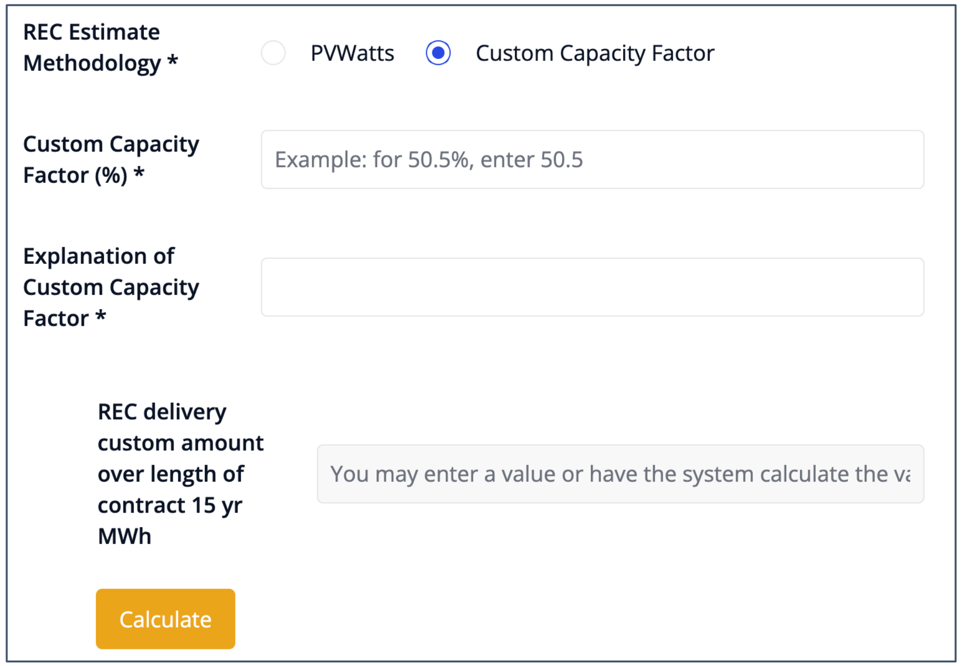
Section 5 – REC Estimate – PV Watts

Step 3: If you're using the PV Watts default, select the "*Save and Continue*" button to move to Section 6. If you're using a Custom Capacity Factor, continue below.

Step 4: Change the "REC Estimate Methodology" to "Custom Capacity Factor". The page will update to show new fields.



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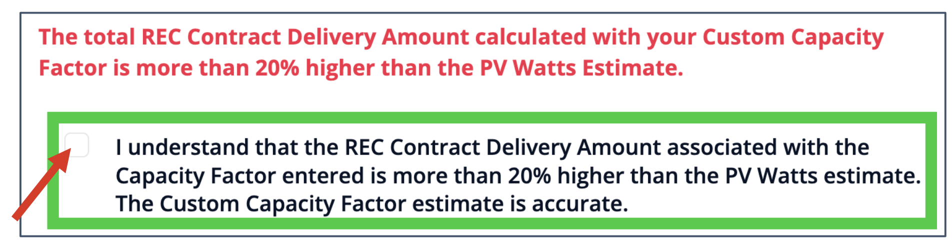
Section 5 – REC Estimate - Custom

Label	What to enter
Custom Capacity Factor	Enter a number with up to 2 decimal places (may be larger than the PV Watts Capacity Factor % if an adequate "Explanation of CCF" is provided as described below.)
Explanation of CCF	Example: Provide the name of the software, standard method, or Professional Engineer who created the analysis (subject to audit). The calculation should assume 0.5% annual degradation and be based on the inverter's AC rating.
REC delivery custom amount over length of contract	Select "*Calculate*". Note that the output will be a whole number rounded down and in MWh (the total kWh output over the length of contract is divided by 1000 for scale).

If the comparison of your REC custom estimate to PV Watts estimate is larger than +20%, the portal will ask you to acknowledge and state that your estimate is accurate.



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Section 6 – Interconnection Details

Label	What to enter
Name of Utility	Should be a pre-set value based on the Disclosure Form. If you don’t see a value, contact Support.
Project completed before 9/15/2021	Projects may be exempt from prevailing wage requirements if all construction (maintenance, repair, assembly/disassembly) is completed before this date. If you answer “Yes” and the Final Interconnection Approval Date (below) is also before 9/15/2021, you will need to upload proof of the interconnection date in the Documents section to receive the exemption.
Final Interconnection Approval Date	Use the calendar button to the right to select from the calendar. Otherwise, type the date (leading zeroes are *not* required)
Relationship between Utility Account Holder and Property Owner	If they are the same person, you can leave this blank or type “same”
Inverter Details	Provide the total number of string inverters and/or microinverters and the nameplate and maximum continuous output for each, e.g., “10 microinverters, each 350 W nameplate, 245 VA max CO”)

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Congratulations, you’ve filled out the main sections of the Distributed Generation Part I Application!

The next section covers Community Solar Applications.

Jump to the walkthrough for Final App Submission Steps

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Part I CS App: Step by step walkthrough

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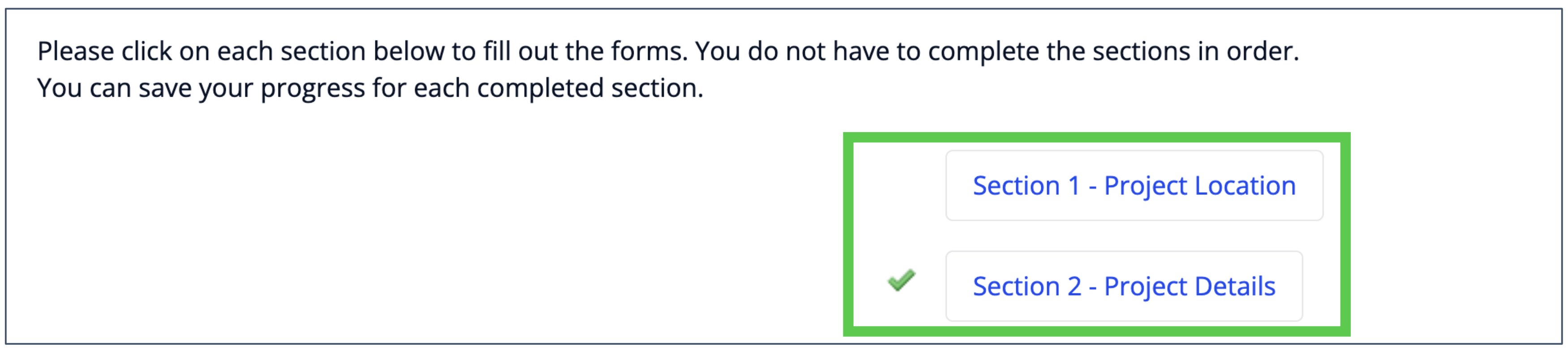
Starting a new Part I Application - CS

*A completed DF is **not** required to start a Community Solar Part I Application.*

Step 1: Navigate to the Project Applications> **Create CS** task. If prompted, select the Vendor ID / Company Name. You'll be brought to a "New Project Application" page. If you need to exit this page, use your browser's "BACK" button or the portal menu.

Step 2: Use the "*Section #*" buttons to work on each section. The green check mark (✓) appears in front of a button once you've completed that section.



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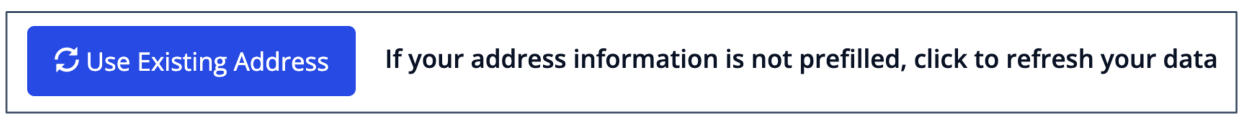
Section 1 – Project Location

Project Location gives the physical address of the solar project.

Label	**What to enter**
Project Owner (if different than Property Owner) *	Name of the customer or customer's representative
Address (Street, City, State, Zip, etc.)	Physical address – fill in all that apply Will also be used for PVWatts® Capacity Factor in Section 5.
Latitude, Longitude, and Parcel Number	*Optional.* Alternative location inputs for Capacity Factor calculation if address doesn't work. To find Lat and Long, enter the address at the [PVWatts® site]() in the "Get started" field.

Some legacy portal applications were originally imported without address data. If you see a "*Use Existing Address*" button, you can now select it to auto-fill the data from the updated portal database.



Section 2 – Project Details

Project Details are used to assign the project to a block and batch type.

Label	What to enter
Project Name	Any uniquely identifying name (such as the customer or address)
Completed a Project Application on the same parcel of land?	If "Yes", you'll be prompted for the previous Project App ID (type a number). • Choose "Yes" if this is for a legacy waitlisted project
Expansion of an existing facility?	If "Yes" (adding more panels to an already installed project), you'll be prompted for the previous Project App ID (type a number)

> If you need help finding the previous Project App IDs for the above questions, try opening a new browser window with the Project Applications > **View** task (right-click and "*Open Link in New Tab*") and filtering your Apps (for example, by Project Type, Name, and Part I Status.

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Section 2 – Project Details

Project Details are used to assign the project to a block and batch type.

Label	What to enter
County of project location	Use the dropdown to select. You can type the first letter(s) to jump to a particular name
Site-specific bidding process type	Select one radio button

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Section 2 – Project Details (cont.)

Label	What to enter
Public school	Must be a public K-12 institution (not private or higher education). If "Yes", you'll answer additional questions:
• Tier 1 or 2?	If you don't know the school's ranking, download the FY 2023 EBF Calculation Excel file from the ISBE link. In the "Base Calc" sheet, filter or search Column B for the school name. The tier is shown in Column X. If the answer is "Yes", copy the data from Columns A and B to the two new questions.
• Environmental Justice Community?	*Will be shown if the answer to "Tier 1 or 2?" is "No"; EJC is an alternative qualifier for this block.* On the Map, enter the school's name and/or address. The EJC score with your answer will appear below the search bar. Example: Environmental Justice Community Through Calculation No

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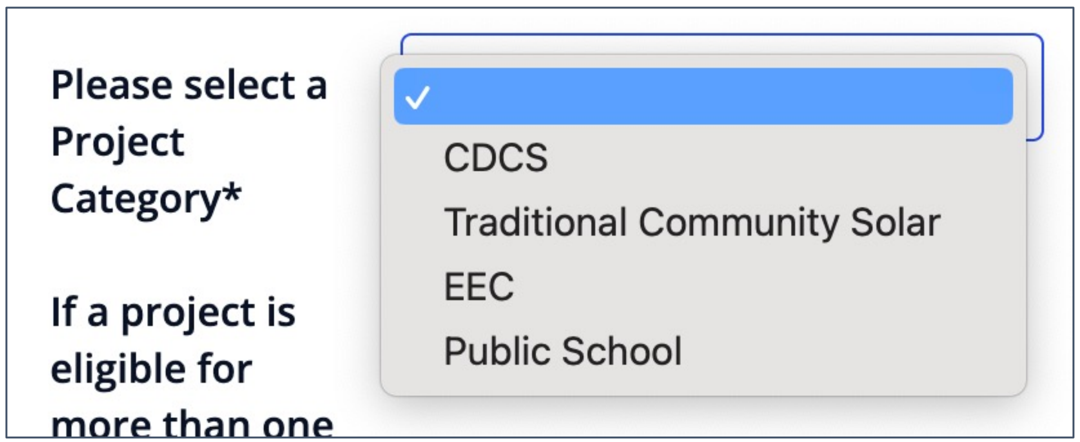
Section 2 – Project Details (cont.)

Label	What to enter
Project Category	If ”Public School”, make sure the Public School question above is ”Yes”. If “Traditional Community Solar”, the portal will show you an additional section (Section 8).



Key:
CDCS = Community-Driven Community Solar
EEC = Equity Eligible Contractor

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Section 3 – Owner and Installer Information

Label	**What to enter**
Owner Information	If the owner's mailing address is the same as the project's physical address, try the "*Use my Property Location Information*" button If you are the owner, try the "*Use my Approved Vendor Information*" button
Installer Information	If "Yes", you'll answer additional questions:
• Installer contact	Try the "*Use my Vendor Information*" button (if appropriate)
• Installer certification	Answer must be "Yes". Search the ICC database at the link to confirm. Choose a different installer if necessary.
Job training program graduates	Enter a number. Job programs include: • Clean Jobs Workforce Network Program • Clean Energy Contractor Incubator Program • IL Climate Works Preapprenticeship Program • Returning Residents Clean Jobs Training Program • Clean Energy Primes Contractor Accelerator Program • Other Qualified Programs within the Solar Training Pipeline and Multi-cultural Jobs Programs created under ILCS 5/16-108.12

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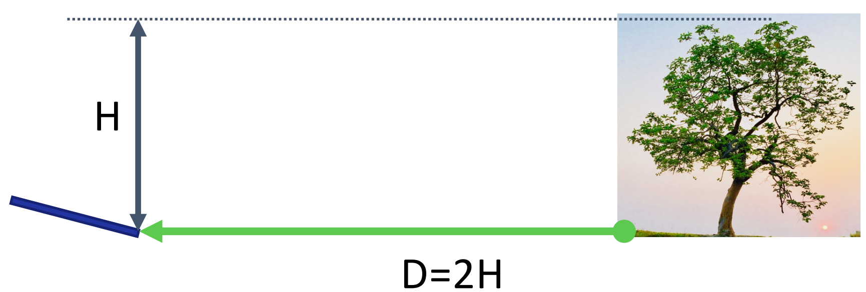
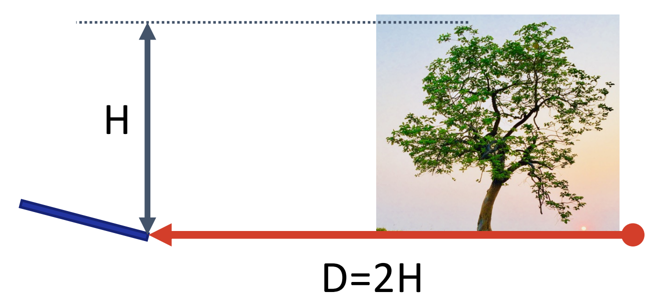
Section 4 - System Details and Performance

Label	What to enter
Inverter size (kW AC)	**Total of all inverters in kW AC** up to 2 decimal places. After you fill out the Array orientations (last item), check that this number is equal to or less than the **total** capacity of all arrays.
Inverter efficiency (%)	A number with up to 2 decimal places (96.00 provided by default)
Ground cover ratio	A number between 0.01 and 0.99 (0.40 provided by default)
Minimal shading criteria	Answer "Yes" if no obstructions with a height "H" above the system are located within a distance "D" equal to twice the height (D=2H) from the system in all directions except North. If "Yes", the system will be able to use a standard capacity factor in Section 5.

Meets minimal shading criteria



Does not meet minimal shading criteria



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Section 4 – Array orientation

Please add an Array Orientation (description) for each sub-group of PV modules with a particular power rating and/or physical orientation (tilt and/or azimuth angle). For example, if the project has one set of modules at 365 W and a second set at 400 W, you should add two entries (one for each set).

Label	**What to enter**
Module Power Rating DC	A number without labels, e.g., "380"
Number of modules	The number of panels in the group
System Tilt	A number in degrees (unlabeled) from 0 to 90
System Azimuth	A number in degrees (unlabeled) from 0 to 359
Mounting Location, Tracking Type	Use the radio buttons and dropdown to make consistent selections – for example, if you choose "Roof mounted" tracking, make sure the location is "Roof"
Bifacial panels?	If "Yes", you must provide an alternative capacity factor in Section 5

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Section 5 – REC Estimate

Please make sure that Section 1 (project address or coordinates), Section 2 (Details), and Section 4 (array orientations) have been completed before you attempt Section 5.

Label	What to enter
REC Estimate Methodology	The default is "PVWatts". You should first complete a calculation using PV Watts even if your final choice is "Custom Capacity Factor". If you have bifacial panels or did not meet the minimal shading criteria (Section 4), you'll start with the PV Watts calculation, and then switch to "Custom Capacity Factor". See the next page for step-by-step details.

> The PV Watts Output and Capacity Factor are calculated by the NREL website.
> The REC estimate is calculated by the portal according to the formula:
> *Year 1 Output x Length of REC Delivery Contract in Years (15 or 20) x Average Degradation Across Years of REC Contract*
> The result is rounded down to a whole number. See pg. 66 of the Program Guidebook to learn more.

Section 5 – REC Estimate – PV Watts

To complete this section, you'll first run the PV Watts calculation to set a baseline.

Step 1: Make sure that "REC Estimate Methodology" is set to "PVWatts".

REC Estimate Methodology * ◉ PVWatts ○ Custom Capacity Factor

Step 2: Select "*Calculate*" to run the REC estimation.

> *If the REC Estimate is 0:*
>
> - Check your address or add Lat and Long coordinates in Section 1
> - Review/correct your entries in Section 4. If there were no errors, try changing the "Tracking Type" in one Array Orientation to another option, then change it back.
>
> If you change the data in other sections, you should return to this section and select "Calculate" to update the estimate.

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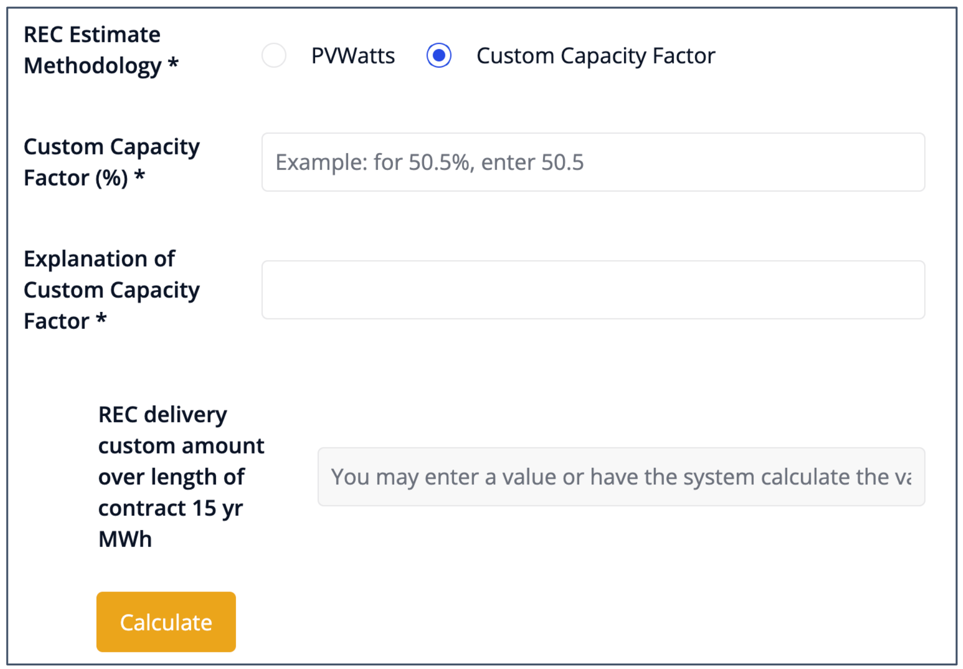
Section 5 – REC Estimate – PV Watts

Step 3: If you're using the PV Watts default, select the "*Save and Continue*" button to move to Section 6. If you're using a Custom Capacity Factor, continue below.

Step 4: Change the "REC Estimate Methodology" to "Custom Capacity Factor". The page will update to show new fields.



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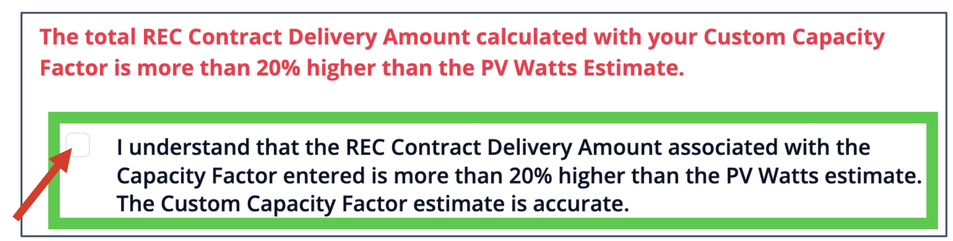
Section 5 – REC Estimate - Custom

Label	**What to enter**
Custom Capacity Factor	Enter a number with up to 2 decimal places (may be larger than the PV Watts Capacity Factor % if an adequate "Explanation of CCF" is provided as described below.)
Explanation of CCF	Example: Provide the name of the software, standard method, or Professional Engineer who created the analysis (subject to audit). The calculation should assume 0.5% annual degradation and be based on the inverter's AC rating.
REC delivery custom amount over length of contract	Select "*Calculate*". Note that the output will be a whole number rounded down and in MWh (the total kWh output over the length of contract is divided by 1000 for scale).

If the comparison of your REC custom estimate to PV Watts estimate is larger than +20%, the portal will ask you to acknowledge and state that your estimate is accurate.



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Section 6 – Interconnection Details

Label	What to enter
Name of Utility	If you choose "Municipal Utility" or "Rural Electric Coop" from the dropdown, a new field will appear below. Type the name of the utility into the new field.
Project completed before 9/15/2021	Projects may be exempt from prevailing wage requirements if all construction (maintenance, repair, assembly/disassembly) is completed before this date. If you answer "Yes" and the Final Interconnection Approval Date (below) is also before 9/15/2021, you will need to upload proof of the interconnection date in the Documents section to receive the exemption.
Final Interconnection Approval Date	Use the calendar button to the right to select from the calendar. Otherwise, type the date (leading zeroes are *not* required)
Relationship between Utility Account Holder and Property Owner	If they are the same person, you can leave this blank or type "same"
Inverter Details	Provide the total number of string inverters and/or microinverters and the nameplate and maximum continuous output for each, e.g., "10 microinverters, each 350 W nameplate, 245 VA max CO")
Utility Interconnection Queue Project ID	Identifier or confirmation code from utility after submitting the interconnection request

Section 7– Community Solar Subscriber Info

Label	What to enter
50% small-subscribers	A small subscriber is <25 kW. Answer will determine any increase (adder) to REC price
Proposal subscription model	Include: typical length and structure of contract, economic terms, marketing channels, etc. Can enter "unknown" or a preliminary description if not yet know/finalized
Expected mix of residential/non-residential	Example: "75% residential, 25% non-residential"
Commit to subscribers in same county	Answer "Yes" if: - County population is < 50K and project will serve subscribers only in same county <u>and/or</u> adjacent counties - County population is ≥ 50K and project will serve subscribers <u>only in same county</u>

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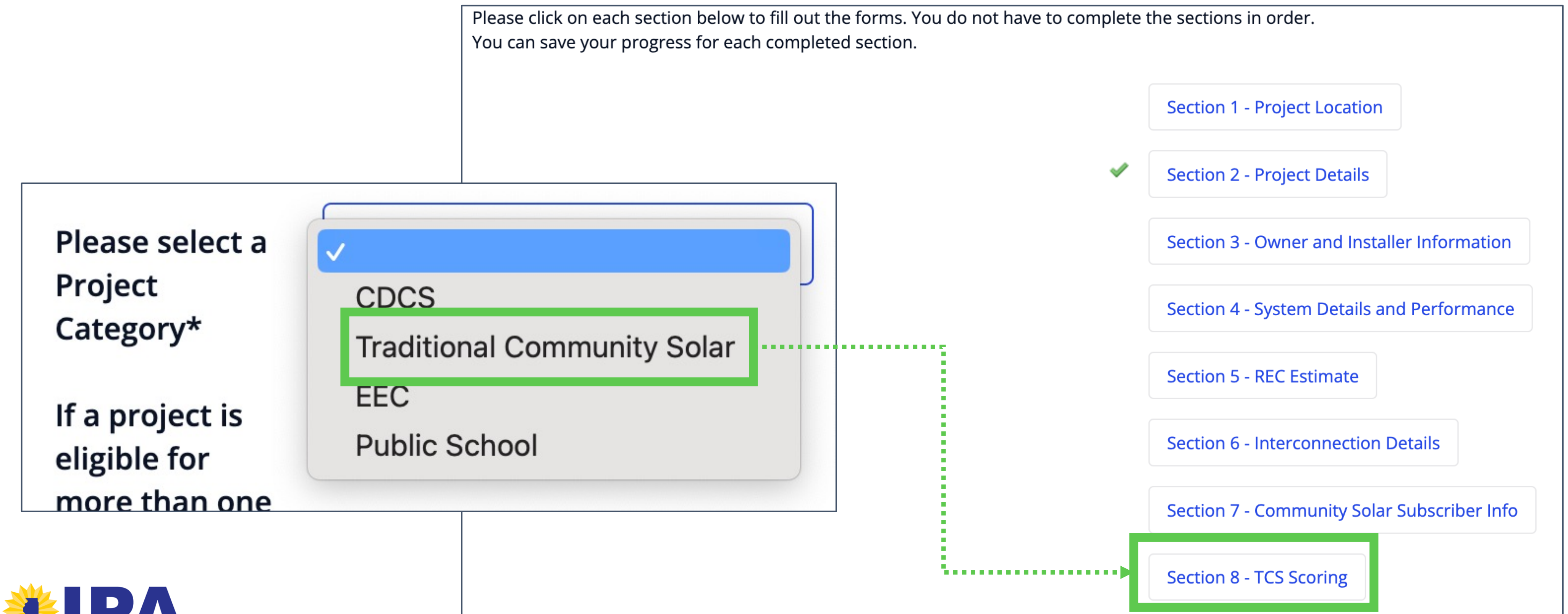
Section 8 – Traditional Community Solar

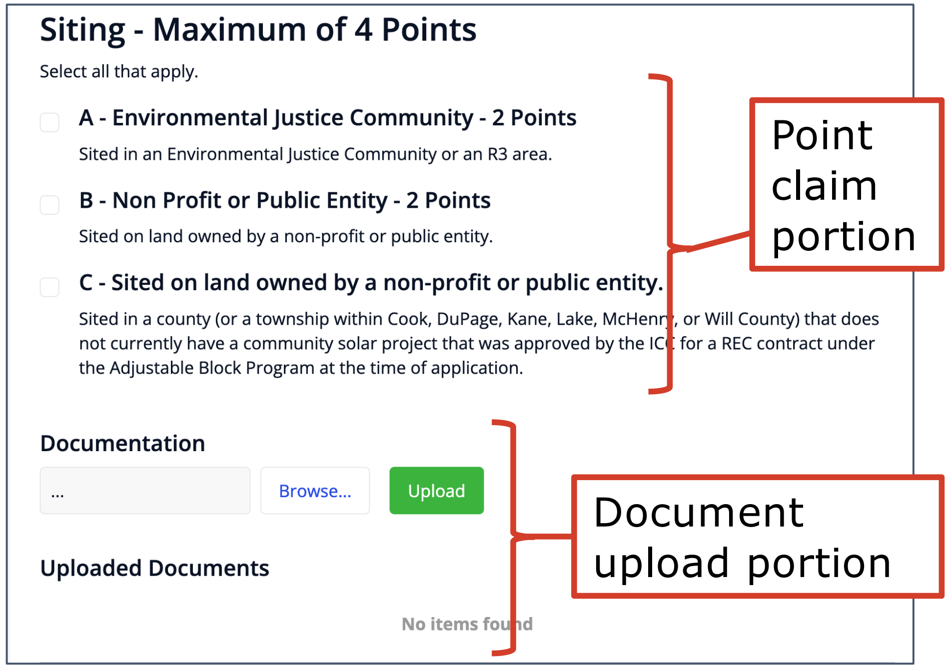
This section is only shown if you selected "Traditional Community Solar" for the Project Category in Section 2. For more information on TCS scoring criteria, refer to the Program Guidebook (Section 1F, pages 22+).



Section 8 – TCS Overview

The TCS scoring criteria is divided into four sections (categories). In each section, you'll claim the points that apply to your project, and then upload documentation to support your claim.

- Maximum file size: 100 MB
- Acceptable file types include **.pdf (preferred)**, .doc, .docx, .jpg, .jpeg
- Can upload multiple files per section



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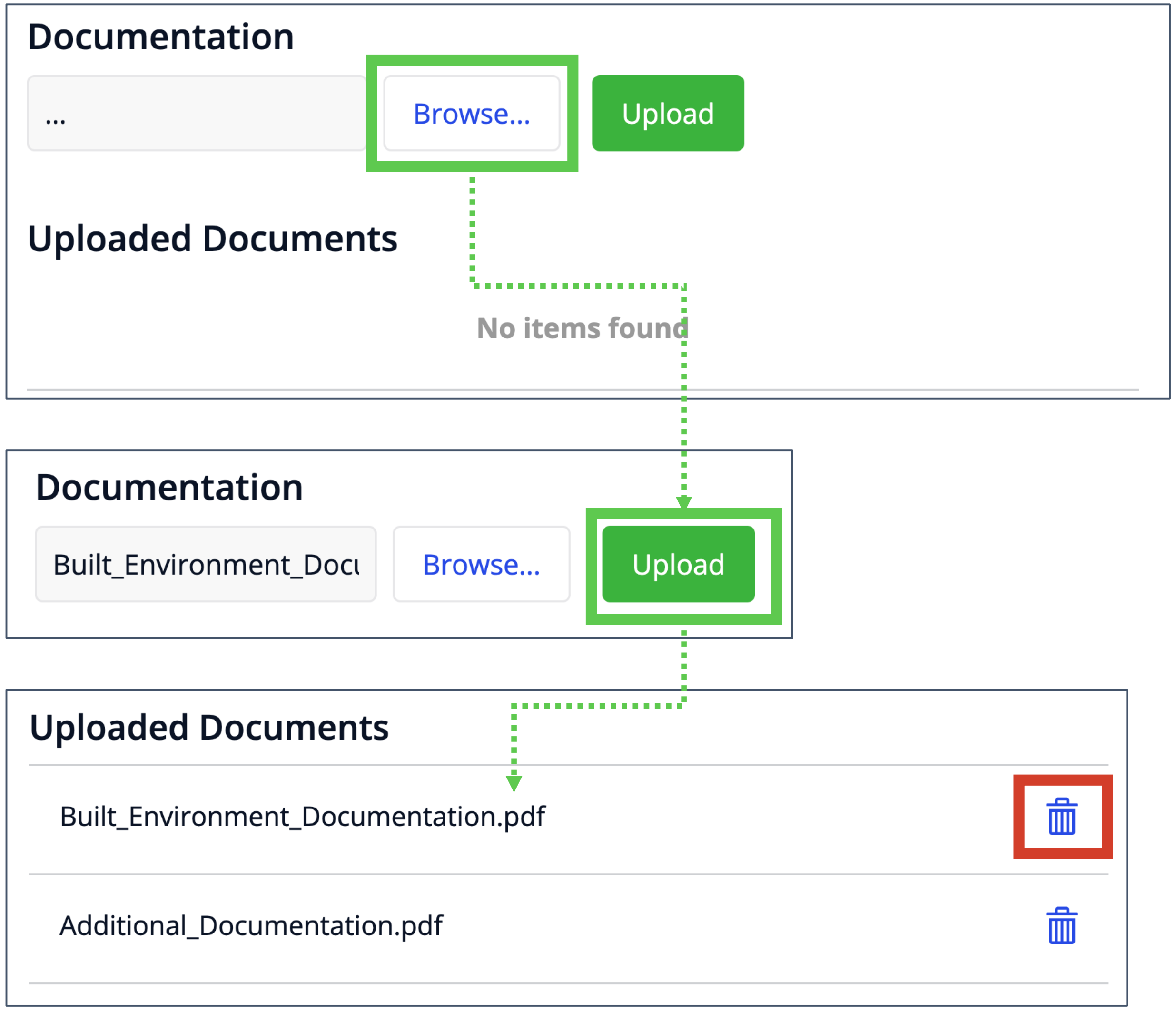
Section 8 – TCS Overview

In each section:

Select "Browse" to locate a documentation file on your local computer, and then select "Upload".

The filename appears in the "Uploaded Documents" section when upload is successful.

To delete an uploaded document, select the trash can icon on the right side of that row.



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Section 8 – TCS "Built Environment" Criteria

Review the Program Guidebook for more information about documentation requirements.

Criterion	Documentation Needed
A. Disturbed Land	Can include news stories, attestations from local officials, or government, financial, or other land use records demonstrating that the site meets one or more of the criterion, and an accompanying certification from the applicant. (p. 22)
B. Brownfield Land	*See* Appendix C for a list of acceptable documents depending on the regulatory body for the land. (p. 131)
C. Agrivoltaics	*See* Appendix B for a list of agrivoltaics development plan requirements (p. 128)
D. Pollinator Friendly Habitat	A Pollinator Friendly Habitat development plan - review instructions at Solar Site Pollinator Scorecard
E. Conservation Opportunity Areas	Statement that this scoring criterion is sought after (Yes/No) AND Name of Conservation Opportunity Area that the project is located in

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Section 8 – TCS “Siting” Criteria

Review the Program Guidebook for more information about documentation requirements.

Criterion	Documentation Needed
A. Environmental Justice Community	Statement that this scoring criterion is sought after (Yes/No). Check your project site’s EJC status and R3 eligibility
B. Non-Profit or Public Entity	Site control documentation that proves ownership, such as a written, binding contract indicating that the AV or project owner has the right or option to use the site.
C. Counties without a TCS or CDCS project	Statement that this scoring criterion is sought after (Yes/No)

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Section 8 – TCS "Equity Eligible Contractors" Criteria

Review the Program Guidebook for more information about documentation requirements. Select the highest scoring item (only) that your project is qualified for.

Criterion	Documentation Needed
A. EEC Certified Vendor & Contractual Commitments	Name of EEC Designee(s) that AV is partnering with and date of EEC certification
B. Non-EEC Certified Vendor & Contractual Commitments	Same as (A)
C. EEC Certified Vendor & 50% or more EEC Designee	Same as (A), *AND* Attestation from EEC Designee(s) of its interest and capacity to perform project development work
D. Non-EEC Certified Vendor & 50% or more EEC Designee	Same as (C)

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Section 8 – TCS “Interconnection Status” Criteria

Review the Program Guidebook for more information about documentation requirements.

Criterion	Documentation Needed
A. Valid Interconnection Agreement	Copy of agreement and date of last signature If not applicable, please state “N/A” or “No interconnection agreement available”
B. Top Two Queue Position	Identifier of relevant substation and queue position (if available) If not applicable, please state “N/A” or “No queue position available”
C. Recency of Interconnection Agreement	*None* - Program Administrator will determine from item A submissions.

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Final App Submission Steps – DG and CS

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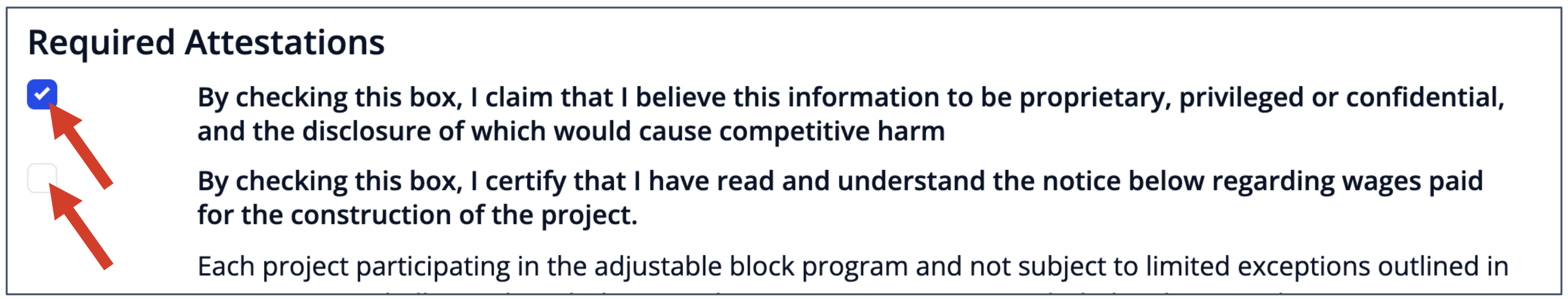
Final steps - Attestations

Step 1: After completing all the sections, return to the main page of your application by selecting "*Save and Continue*" at the final section, or "*Close*" at the bottom of any completed section.

Step 2: Scroll down below the "Comments" box to the "Required Attestations" section. Carefully read and check the boxes if you agree to the statements.


Required Attestations

By checking this box, I claim that I believe this information to be proprietary, privileged or confidential, and the disclosure of which would cause competitive harm

By checking this box, I certify that I have read and understand the notice below regarding wages paid for the construction of the project.

Each project participating in the adjustable block program and not subject to limited exceptions outlined in

You may see a different set of attestations (statements) than the ones shown here, depending on your Application block/type.

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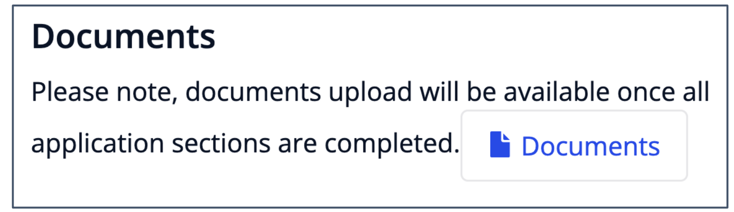
Final steps – Document upload

Step 3: Scroll further down and select the “*Documents*” button.

> If you see this instead, return to the **top** of the page and fill out any sections that don’t have a green check mark. (✓)



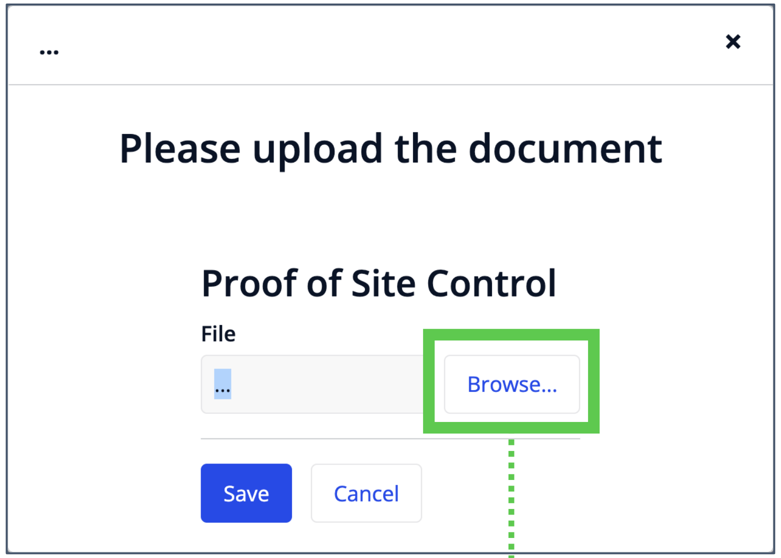
Step 4: For each requested document, select the “*Upload*” button on the **right**.

> You <u>must</u> provide all **Required** documents before you can submit the Part I Application. However, you can choose whether to provide the *Optional* documents.

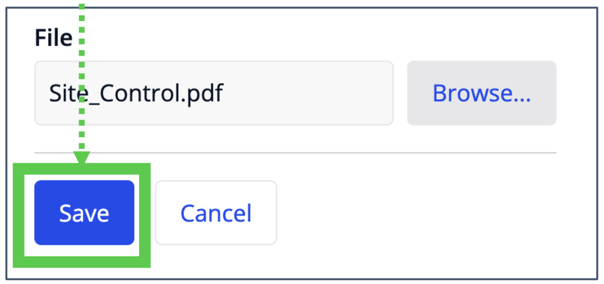
Final steps – Document upload

Step 5: An Upload pop-up window appears. Select the "*Browse*" button to search for the file on your computer.

> **PDF is the preferred file format for all document uploads**. However, the portal will also accept Word docs, zip files, image files, etc.
>
> The maximum file size is 50 MB. You can only upload one file in each slot.



Step 6: After you've located the document you want to upload, select "*Save*". The page will update with the file name and receipt date.



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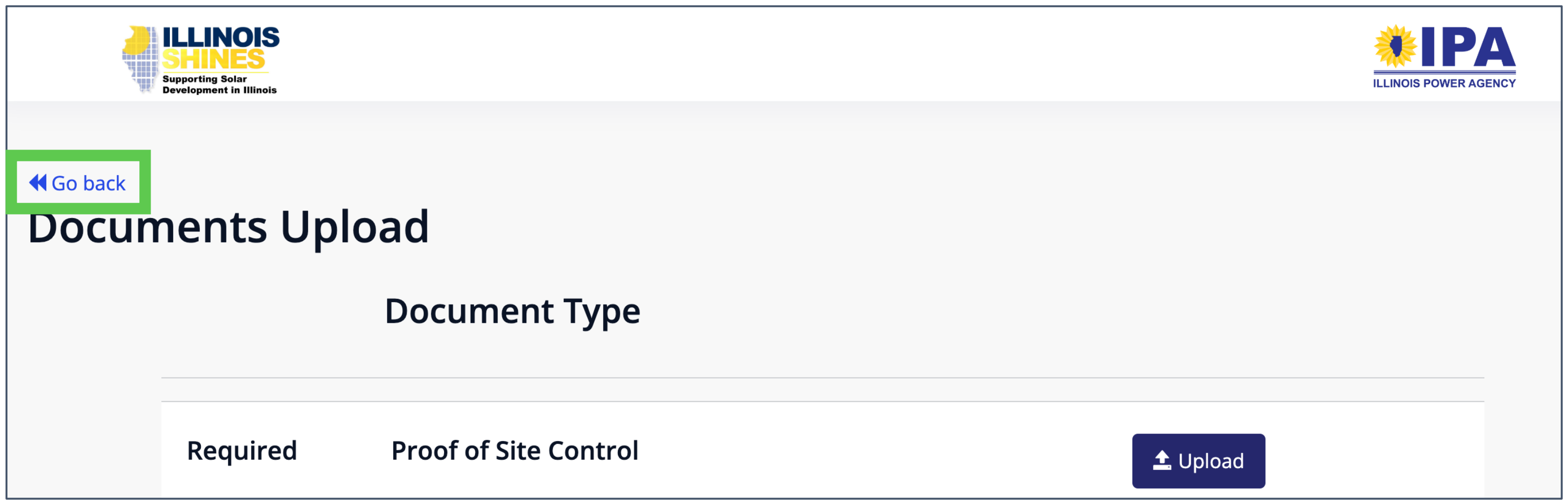
Final steps – Document upload

Step 7: Once you've uploaded all of your documents, select the "*Go back*" link at the **top left** of the document upload page to return to the main Application webpage.



What are these documents?

*Required for **all project types** (DG and CS)*

Name	Description/Example
Proof of Site Control	*For projects where the AV is not also the project owner and host:* A written, binding contract indicating that the AV or project owner has the right or option to use the site, such as a lease agreement or PPA contract. (link) *For projects where the system owner and host are the same entity:* A statement from the system owner/host that this is the case.
Plot diagram or site map	An aerial diagram of the project. Must show property boundaries (if ground-mount), any structures on the property or rooftop, and the location of the solar array(s).

*Required for **DG over 25 kW**; optional for all CS*

Name	Description/Example
Signed Interconnection Agreement	PDF copy of contract between utility and site owner detailing the plans to install and operate the project prior to connection to the utility grid

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What are these documents?

Required if Section 6: “Project completed before 9/15/2021?” = ***Yes***

Name	Description
Proof of Interconnection approval	Utility-signed agreement, dated on or before September 15, 2021, showing that construction was completed on or before that date. Used to confirm exemption from prevailing wage requirements.

Required if Section 2: “Project Type” = ***House of Worship***

Name	Description
House of Worship Certification	Used to confirm exemption from prevailing wage requirements if project does not exceed 100kW. See statement template and instructions in the ABP Program Guidebook, pages 92-93.
Proof of exemption from taxation	Legal document showing tax exempt status, as set forth in 35 ILCS 200/15-40 (Property Tax Code)

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What are these documents?

Required if Section 2: "Project Type" = ***Residential*** *and project size* ***> 25 kW AC***

Name	Description
Proof of Residential Project	At least one of: - An electric bill showing residential rate classification - Property tax bill showing residential classification - Documentation showing that structure usage is at least 75% residential (If project size ≤ 25 kW AC, an attestation check box will be shown on the main Part I App page instead)

Required if ***DG*** *and Section 2: "Project Category" =* ***EEC Small or Large DG***

Name	Description
Advance of Capital Request	A request submitted to IPA including a short narrative describing: - the need(s) being addressed - key project development milestone(s) that will trigger disbursement - a breakdown of costs that the advance will cover See website and Program Guidebook Section 1.I

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What are these documents?

Required if ***Community-Driven Community Solar (CDCS)***

See Section 1.G of the Program Guidebook

Name	Description
CDCS Primary Scoring Criteria	Must address primary criteria and describe: - firm commitments/evidence for how any benefits, resources, and wealth-building will flow to the host community - any community engagement activities and planned community ownership
CDCS Secondary Scoring Criteria	Must describe evidence of any/all secondary selection criteria that are applicable to the project

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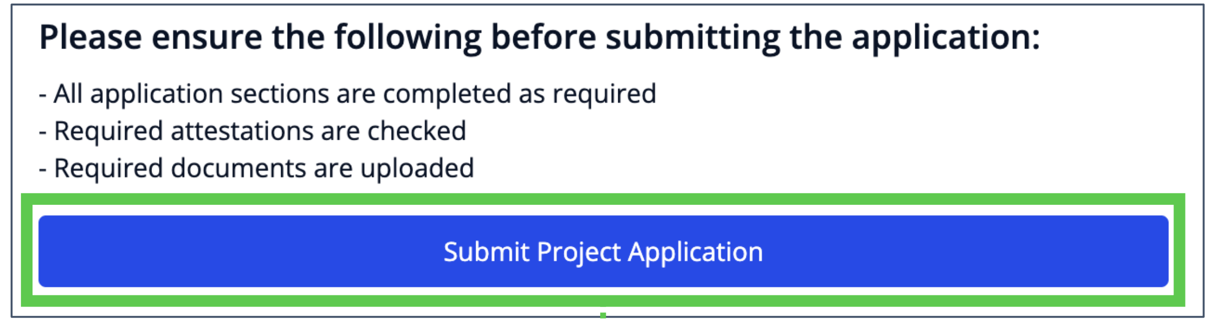
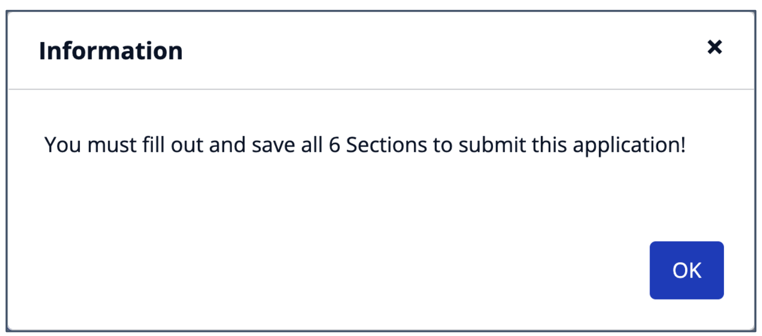
Final Application submission

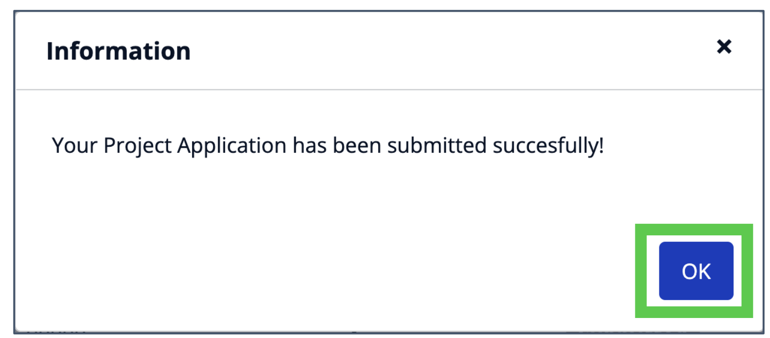
Step 8: At the bottom of the main Application webpage, select "*Submit Project Application*".



If the Application is not complete, the portal will instruct you to fix the missing parts.



Otherwise, the portal will display a submission confirmation message. Select "*OK*" to continue.



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Final Application submission

Step 9: You'll be returned to the Project Applications > **View** task. The Part 1 status of your project will be updated to "Submitted".

Project Applications

New DG Project Application | New CS Project Application

Vendor ID	Project Type	Disclosure ID	Project Application ID	Project Name	Part 1 Status	Part 2 Status	Action
4	DG	245942	90000	Test Project 1	Submitted		

You can now proceed to the Batches > **View** task to add the project to a batch.

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Frequently asked questions

Frequently asked questions

Can I edit a previously submitted application?

If you need to edit an application that was already submitted (for example, on the legacy portal), send an email to Support (admin@illinoisabp.com) with:

- a request to move your Part I App status back to "**InProgress**"
- your Vendor ID/Name and Project App ID #

Can I withdraw a previously submitted application?

Yes. Send an email to Support (admin@illinoisabp.com) with:

- a request to withdraw the application
- your Vendor ID/Name and Project App ID #

Questions?

Contact Program Administration Support:

admin@illinoisabp.com

877.783.1820

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