



## Illinois Shines/Adjustable Block Program Portal Help Guides: Part II Apps (**Updated**)

Last updated: December 27, 2022

# 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.

Part II apps are used to reconfirm inclusion in the program and adjust REC payment terms (if needed).

*What can I do in the Portal?*

AVs can submit **Part I and Part II** applications.

# We're continually updating...

**Part II Apps** are now accessible on the portal! We've updated this guide since the pre-release early preview to reflect what's now available.

Visit our help page for the latest resources at any time:

<https://illinoisabp.com/portal-help/>

*Please note that all screenshots and information in this guide are subject to change. We'll do our best to update you as the portal evolves.*





# Topics

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- Application dashboard [updates](#)
- Part II App **step by step** [walkthrough](#)
- Frequently asked questions ([FAQs](#))

*Please note:*

The Project Applications functionality is only available to **Vendors** (AVs).



# Getting started: Logging in

**Sign in**

Username

yourusername

Password

.....

**Sign in** [Forgot Password](#)

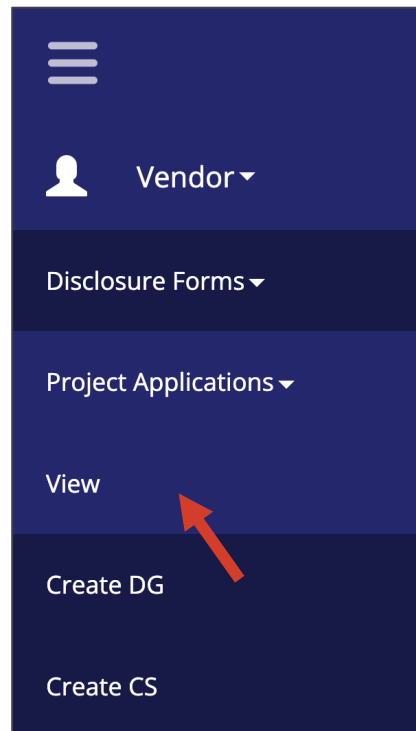
**Step 1:** In your browser, navigate to <https://portal.illinoisabp.com/>

**Step 2:** Enter your registered username and password.

- Usernames are *case-sensitive*.
- If you forgot your password, select the “*Forgot Password*” link and follow the prompts ([more details](#)).
- Contact Support for further help at [admin@illinoisabp.com](mailto:admin@illinoisabp.com)

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

# Getting started: Viewing your project apps



**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.



# Updated: your Application dashboard

The Applications dashboard includes three new columns to describe multiple application stages: Part 2 Status, Batch Status, and Batch ID. **Part 1** and **Part 2** now have separate Action buttons.





The screenshot shows the 'Project Applications' dashboard. At the top, there are two buttons: 'New DG Project Application' and 'New CS Project Application'. Below these are search bars for filtering by column criteria. A 'Toggle sort order' button is located above the table headers. A 'Toggle column visibility' button is located above the 'Batch ID' column. The table has columns for Vendor ID, Project Name, Part 1 Status, Part 2 Status, Batch Status, and Batch ID. Two rows of data are shown: 'Test Project A' and 'Test Project B'. Each row has a 'Submitted' button and a 'View' icon (callout: 'View' action). The 'Part 2 Status' column has 'Created' buttons and 'Edit' icons (callout: 'Edit' action). The 'Batch Status' column has 'ICC Approved' and 'Submitted' buttons. The 'Batch ID' column has values '21547' and '21597' with callouts: 'Link to batch workbench'.

Vendor ID	Project Name	Part 1 Status	Part 2 Status	Batch Status	Batch ID
4	Test Project A	Submitted	Created	ICC Approved	21547
4	Test Project B	Submitted	Created	Submitted	21597





# “Part 2 Status” meanings

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

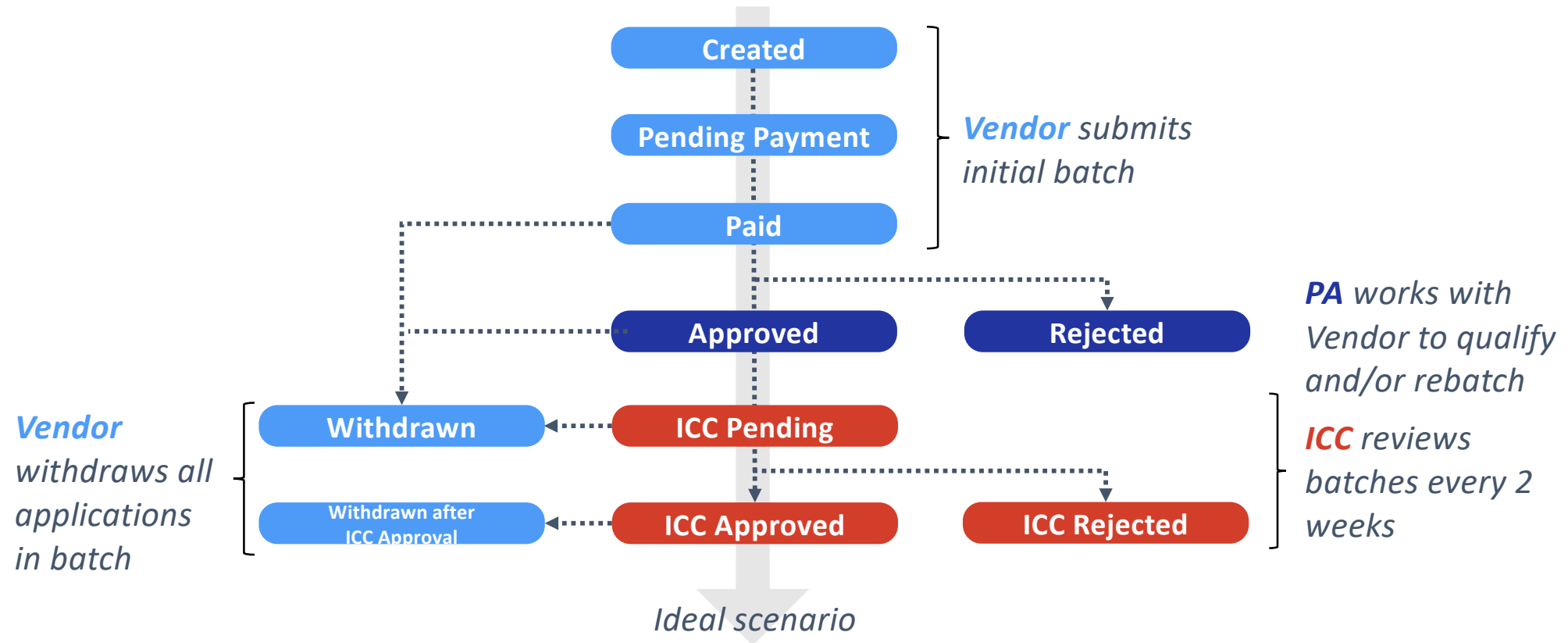
Status	Meaning
 (Blank)	A Part II app cannot be started because a Part I app has not been submitted.
 Ready	<del>Ready to start a Part II app.</del>
 In Progress	Part II app is ready to start, or has been started but not submitted.
 Submitted	Part II app was completed, submitted to the PA, and is now view-only.

These statuses will be set as the PA reviews Part II apps:

 Need Info	PA has requested more information in order to verify the project
 Verified	PA has verified the project

# “Batch status” meanings

These statuses are set as a project moves through the batching process:



# Starting or resuming a new Part II App

**Step 1:** From the Project Applications > **View** task, find the project you want to work on (use the search bars if it helps). Select the “*Edit*” button under the “Part 2 Status” column. You’ll be taken to the Part II menu for that project.

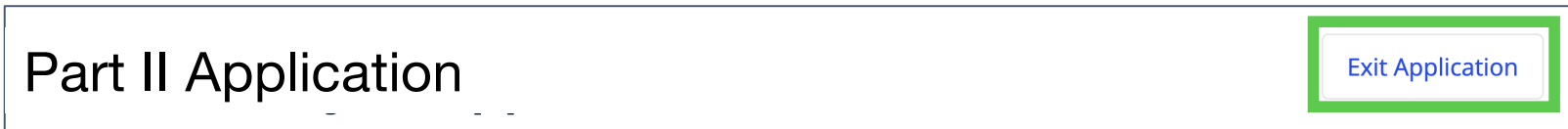
The screenshot shows the 'Project Applications' interface. At the top, there are two buttons: 'New DG Project Application' and 'New CS Project Application'. Below these are several columns: 'Vendor ID', 'Project Name', 'Part 1 Status', 'Part 2 Status', 'Batch Status', and 'Batch ID'. Each column has a search bar and a dropdown menu. Two red boxes with arrows point to the search bars: one for 'Project Name' with the text 'Type to search by project name' and one for 'Part 2 Status' with the text 'Click to filter by status'. Below the columns is a table with two rows of project data. The first row is for 'Test Project A' and the second for 'Test Project B'. The 'Part 2 Status' column for 'Test Project A' has a green 'Created' button and a blue 'Edit' icon (a square with a pencil) which is highlighted with a green box. The 'Batch Status' column for 'Test Project A' has a green 'ICC Approved' button. The 'Batch ID' column for 'Test Project A' has the value '21547'. The 'Batch Status' column for 'Test Project B' has a grey 'Submitted' button. The 'Batch ID' column for 'Test Project B' has the value '21597'.

Vendor ID	Project Name	Part 1 Status	Part 2 Status	Batch Status	Batch ID
4	Test Project A	Submitted	Created	ICC Approved	21547
4	Test Project B	Submitted	Created	Submitted	21597



# Part II App menu page

When you create or resume a Part II App, you'll be brought to a "Part II Application" menu 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.

Please click on each section below to fill out the forms. You do not have to complete the sections in order. You can save your progress for each completed section.

A diagram showing two buttons for sections. The top button is labeled "Section 1 - Project Details" and has a green checkmark to its left. The bottom button is labeled "Section 2 - Interconnection Details". A red box on the left contains the text "Section is complete" with a red arrow pointing to the checkmark on the first button. A red box on the right contains the text "Select to work on incomplete section" with a red arrow pointing to the second button. The entire diagram is enclosed in a white box with a grey border.

Section is complete

Section 1 - Project Details

Section 2 - Interconnection Details

Select to work on incomplete section

# Navigating the Part II App: 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.



## Section 1 – Project Details



# Section 1 – Project Details

This section covers array orientations, production (total output, inverter size/efficiency, etc.), and capacity factor/REC estimates. The portal will automatically fill the form with your previous entries.

**Step 1:** If these details are still **the same as described in Part I**, use the dropdown on this question to select “Yes”. You will **not** be able to edit any of the fields.

### Part II Application Review

Does this system still match the information submitted in Part 1? \*

Yes ▾

If you need to update your previous entries, select “No”.

# Section 1 - Arrays

*If you selected "No" and are making updates...*

**Step 2:** The array orientation table is the same as you saw in Section 4 of the Part I App. Use the "Add", "Edit", or "Delete" (🗑️) buttons as many times as you need to update the list.

Array Orientation - At least 1 required, maximum of 10						
Module Power Rating (DC Watts at STC)	Number of Modules	System Tilt	System Azimuth	Mounting Location	Tracking Type	Total Array Capacity (kW DC)
380.00	20	20	0	Roof	Fixed Mount - Roof Mounted	7.60

"Add" and "Edit" will open a pop-up window so you can enter or change the array's details (next page). Be careful when deleting an array – once it's gone, it's gone forever!

# Section 1 – Array orientation details

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).

<b>Label</b>	<b>What to enter</b>
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 <i>Tilts &gt; 80 are subject to review</i>
System Azimuth	A number in degrees (unlabeled) from 0 to 359 <i>Azimuths &gt; 270 or &lt; 90 are subject to review</i>
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 the REC details

# Section 1 - Arrays

*If you selected "No" and are making updates...*

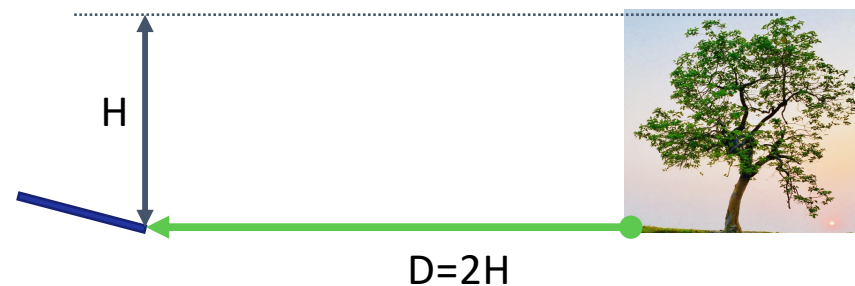
**Step 3: Production details.** These fields are the same as you saw in Section 4 of the Part I App (see next page).

Total Inverter Size AC (kW AC) (Inclusive of all inverters if multiple are used) *	<input type="text" value="500.00"/>
Please enter in Kilowatts. (Example: Small DG maximum size is 25kW)	
Inverter Efficiency (%) *	<input type="text" value="98.80"/>
Ground Cover Ratio *	<input type="text" value="0.24"/>
Does the system meet the Minimal Shading Criteria? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Adjustable Block Program Guidebook PDF</a>

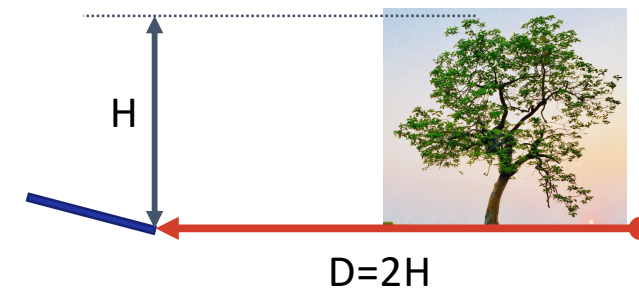
# Section 1 - Arrays

Label	What to enter
Inverter size	<b>Total of all inverters in kW AC</b> up to 2 decimal places. This number should be equal to or less than the <b>total</b> array output.
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	<p>Answer "Yes" if no obstructions with a height "H" above the system are located within a distance "D" equal to twice the height (<math>D=2H</math>) from the system in all directions except North.</p> <p>If "Yes", the system will be able to use the PVWatts capacity factor.</p>

*Meets minimal shading criteria*



*Does not meet minimal shading criteria*



# Section 1 – REC Estimate

*If you selected "No" and are making updates...*

**Step 4A:** The REC Details are the same as you saw in Section 5 of the Part I App. First, select the button for the REC Estimate Methodology you want to use:

REC Estimate Methodology \*  PVWatts  Custom Capacity Factor

You must select "Custom Capacity Factor" if you have bifacial panels or did not meet the minimal shading criteria.

The portal will show you specific fields, depending on your choice.

In either case, 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 1 – REC Estimate

**Step 4B:** If you choose “PVWatts”, you’ll see...

The screenshot shows a web form with the following elements:

- PV Watts Capacity**: A text input field.
- Factor (%)**: A text input field.
- 15 Year REC Estimate in MWh \* (Calculated)**: A greyed-out text field containing the text "Calculated Automatically".
- Calculate**: An orange button with a green border.

A red-bordered box on the left contains the text "Label will depend on your actual contract term", with a red arrow pointing to the "15 Year REC Estimate" label.

When you select “*Calculate*”, the portal will use the [NREL website](#) to recalculate the PVWatts Capacity Factor (%) using your updated information, and then use the result to update the REC Estimate.

# Section 1 – REC Estimate

**Step 4C:** If you choose “Custom Capacity Factor”, you’ll see...

The screenshot shows a web form with the following fields and callouts:

- Explanation of Custom Capacity Factor \***: A text input field with a callout box stating: "Cite the software program, standard method, or Professional Engineer who produced the CCF."
- Custom Capacity Factor (%) \***: A text input field with the example text "Example: for 50.5%, enter 50.5" and a callout box stating: "Should be the average capacity factor over the contract term based on the inverter's AC rating. Assume 0.5% annual degradation"
- REC delivery custom amount over length of contract 15 yr MWh**: A greyed-out text field containing "Calculated Automatically". A callout box on the left states: "Label will depend on your actual contract term".
- Compare Custom Estimate to PV Watts Estimate (%)**: A text field containing "0.00".
- Calculate**: A yellow button with a green border.

When you select “*Calculate*”, the portal will update the REC Estimate and PVWatts comparison using your revised CCF.





## Section 2 – Interconnection Details



## Section 2 – Interconnection Details

This section covers interconnection information (only). The portal will automatically fill the form with your previous entries.

**Step 1:** If these details are still **the same as described in Part I**, use the dropdown on this question to select “Yes”. Otherwise, select “No”.

### Part II Application Review



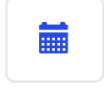

Does this system still match the information submitted in Part 1? \*

Yes ▾

If you previously left some fields blank (e.g., because they weren't required at the time), please be sure to select “No”.

# Section 2 – Interconnection Details

**Step 2: Project dates.** Use the calendar buttons to the right of each field to select from a calendar. Otherwise, type the date (leading zeroes are *not* required). All dates should be in the past.

Interconnection Approval Date *	<input type="text" value="mm-dd-yyyy"/>	
Project Online Date *	<input type="text" value="mm-dd-yyyy"/>	
Please ensure the date entered in this field matches the online date submitted to the REC Tracking Registry (PJM-GATS or M-RETS)		
Date of Project's Certificate of Completion or PTO *	<input type="text" value="mm-dd-yyyy"/>	
Date on which Construction Activities for Project were completed *	<input type="text" value="mm-dd-yyyy"/>	

- January +

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

2022 2023 2024



## Section 2 – Project dates

Label	What to enter
Interconnection Approval Date	Date the interconnection utility <b>signed</b> a “permission to operate” or “final interconnection approval” document
Project Online Date	Date the system began <b>full-time production</b> (testing does not count). <ul style="list-style-type: none"><li>• Should be later than the interconnection approval date</li><li>• Should match the online date submitted to the REC Tracking registry (PJM-GATS or M-RETS)</li></ul>
Date of Project’s Certificate of Completion or PTO	Date the Certificate of Completion was <b>signed</b> or <b>issued</b> by the Utility representative
Date on which Construction Activities for Project were completed	<b>Last</b> date of construction

## Section 2 – Interconnection Details

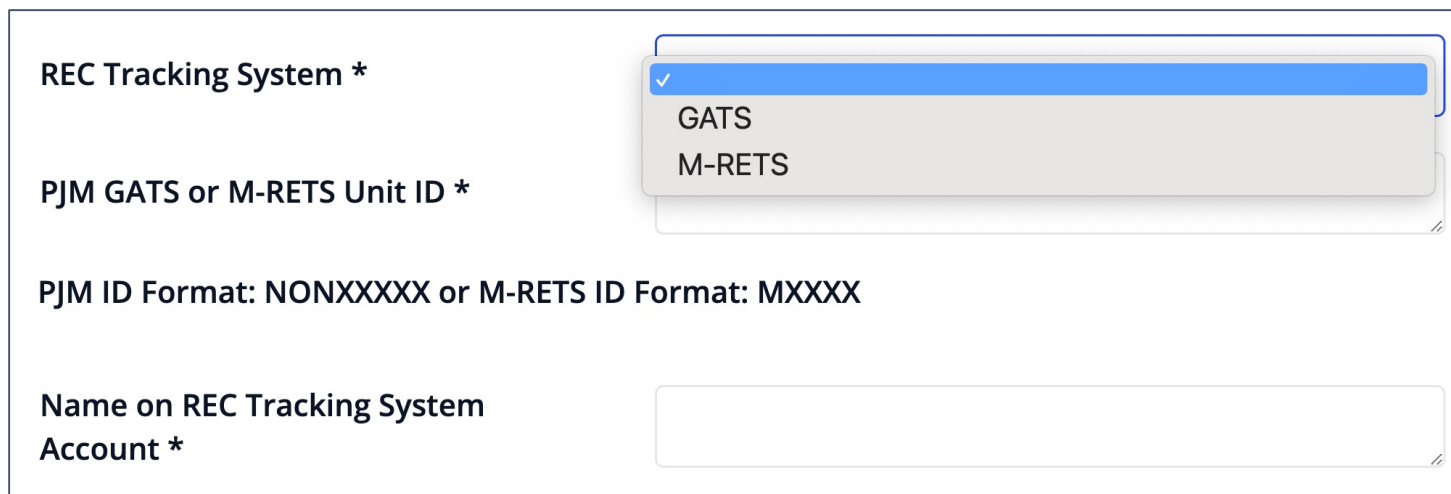
**Step 3:** *REC Tracking.* Use the dropdown to select “PJM GATS” or “M-RETS”. Enter the tracking registration info as plain text.

REC Tracking System \*

PJM GATS or M-RETS Unit ID \*

PJM ID Format: NONXXXXX or M-RETS ID Format: MXXXX

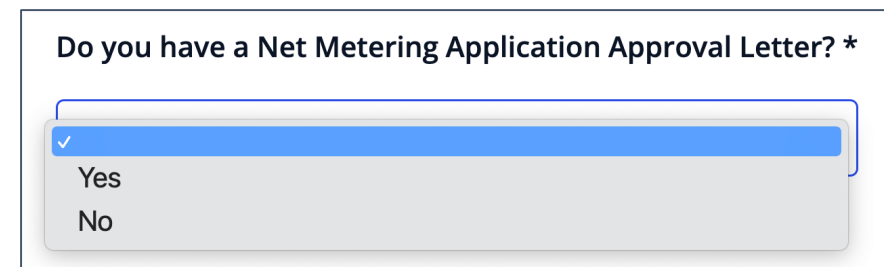
Name on REC Tracking System Account \*



Use the account holder's name (may be a company or individual)

**Step 4:** *Net metering letter.* Use the dropdown to select “Yes” or “No”. (You'll need to provide the letter during Document Upload if you select “Yes”.)

Do you have a Net Metering Application Approval Letter? \*







## Section 3 – Installer Information

## Section 3 – Installer Information

This section covers the system installer. The portal will automatically fill the **first half** of the form with your previous entries.

**Step 1:** If the Installer contact information is still **the same as described in Part I**, use the dropdown on this question to select “Yes”. Otherwise, select “No” to make changes.

### Part II Application Review

Does this system still match the information submitted in Part 1? \*

Yes ▾

**Note:** Here, even if you choose “Yes”, you must still fill out the second subsection of the form (Demographic Information)!



# Section 3 – Installer Information

**Step 2:** *Installer information.* If your company installed the system, select the “Assign Approved Vendor” button to auto-fill your contact information. Otherwise, enter the information in the appropriate fields.

The ICC certification question was asked in Part I, and the answer must still be “Yes”. Search the [ICC database](#) to confirm.

You can find the docket number (format ##-####) in the [ICC database](#).

Assign Approved Vendor

Legal Business Name\*

Street \*

Apartment or Suite

Has this installer received Distributed Generation Installer certification from the Illinois Commerce Commission? \*  Yes  No

ICC Docket Number for the Certification of the DG Installer Record

Is the System Owner the installer? \*

Yes  
 No



# Section 3 – Installer Information

This sub-section collects demographic information (as required by the [Climate and Equitable Jobs Act](#)).

**Step 3:** *Hours by Race*. Enter the number of hours worked by employees who identify with each listed U.S. Census-defined race. You can enter up to two decimal places.

The Portal will automatically calculate the final Total.



Hours by Race	
Please report to the nearest 2 decimals the number of hours worked on down by race.	
White	<input type="text"/>
Black or African American	<input type="text"/>
American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Hawaiian or Other Pacific Islander	<input type="text"/>
More than one Race	<input type="text"/>
Some Other Race	<input type="text"/>
Employee Declines to Identify	<input type="text"/>
Total	0.00

## Section 3 – Installer Information

**Step 4: Hours by Ethnicity.** Enter the number of hours worked by employees who identify with each listed U.S. Census-defined ethnicity. You can enter up to two decimal places. The Portal will automatically calculate the final Total.

Hours by Ethnicity	
The U.S Census classifies ethnicity as distinct from race. With this in mind, enter hours worked on the construction and installation of the project by employee ethnicity.	
Hispanic or Latino	<input type="text"/>
Not Hispanic or Latino	<input type="text"/>
Employee Declines to Identify Ethnicity	<input type="text"/>
Total	0.00

The total hours calculated in steps 1 and 2 should be the same.



# Section 3 – Installer Information

**Step 5:** *Hours by ZIP code.* Use the radio buttons to indicate if you have employees who live in IL.

If you select “Yes”, the portal will prompt you to enter the total number of hours worked by employees who live in each **Illinois** zip code.

Use the “Add Zip Code”, “Edit”, or “Delete” (🗑️) buttons as many times as you need to update the list.

Do you have any employees who live in Illinois who have worked on this project?  Yes  No

Add Zip Code		
Zip Code	Hours	
60632	24.00	Edit 
60629	8.00	Edit 

This section does not include employees who live in other states, so the total may be smaller than in steps 1 and 2.

## Section 3 – Installer Information

### Step 6: Training programs.

Enter the number of hours (up to 2 decimal places) worked by employees under the listed programs.

If there were employees under additional programs not listed above, change the “Other job...” selection to “Yes”. Otherwise, continue to Step 7.

Enter hours worked by worker related to each program, if any	
Solar Training Pipeline Program	<input type="text"/>
Craft Apprenticeship Program (FEJA Program)	<input type="text"/>
Multi-Cultural Job Training Program (FEJA Program)	<input type="text"/>

Other Job Training Programs	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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## Section 3 – Installer Information

**Step 6** (cont.): If you selected “Yes”, the portal will ask you to enter the total number of hours worked by employees in each additional program. Use the “*Add Program*”, “*Edit*”, or “*Delete*” (🗑️) buttons as many times as you need to update the list.

**Step 7:** In the last field, enter the number of employees (people) who participated in **any** job training program.

Program	Hours	
Program A	12.00	<input type="button" value="Edit"/> <input type="button" value="🗑️"/>

**Total number of program hours** - this number will update once you save this section

0.00

**Total number of graduates of Job Training programs who worked on the project**

0





## Section 4 – Equipment Details

## Section 4 – Equipment Details

This section summarize the system's equipment and (for Community Solar only) subscription status. The portal will automatically fill the form with your previous entries.

**Step 1:** If these details are still **the same as described in Part I**, use the dropdown on this question to select "Yes". Otherwise, select "No".

### Part II Application Review

Does this system still match the information submitted in Part 1? \*

Yes ▾

If you previously left some fields blank (e.g., because they weren't required at the time), please be sure to select "No".

# Section 4 – Equipment Details

**Step 2:** *Equipment list.* Enter any text for the PV module, inverter, and meter makes and models.

For “Inverter Details”, provide:

- the **number** of string or micro inverters
- the nameplate **max continuous output** of each inverter
- *Example:* 12 Enphase 1Q8+ microinverters, 290 VA

Module Manufacturer / Make*	<input type="text"/>
Module Model*	<input type="text"/>
Inverter Manufacturer / Make*	<input type="text"/>
Inverter Model*	<input type="text"/>
See Inverters Help for Micro-Inverters	
Inverter Details	<input type="text"/>



# Section 4 – Equipment Details

For the metering standard:

- Use the dropdown to select "ANSI C.12" or "+/- 5%"

**Step 3: Battery.** Use the dropdown to select "Yes" or "No" (Required).

You'll need to provide detailed battery schematics during Document Upload if you select "Yes".

**What metering standard does this project meet?\***

**Meter Manufacturer / Make\***

**Meter Model\***

**Does your system have a battery backup?**

# Section 4 – Equipment Details

**Step 4:** *Total cost.* Include cents if needed; omit the \$ sign.

Total Project Cost (\$)*	<input type="text" value="0.00"/>
--------------------------	-----------------------------------

*Include:* any and all **costs** related to modules, inverters, other generating equipment, balance of system (BOS), engineering/procurement/construction(EPC), installation, interconnection, origination and development , sales/general/administrative (SG&A) including customer acquisition, financing, legal, permitting/inspection/other soft costs, contingencies, and any other direct or indirect costs attributable to the project.

*Exclude:* any and all **profit** that results from project development (See page 98 of the [Guidebook](#))

## Section 4 – Equipment Details

*This sub-section only appears for Community Solar applications.*

**Step 5:** *Small subscribers.* Enter the percentage up to 2 decimal places. Omit the % sign.

What is the percentage of small subscribers as a share of total project capacity (%)?*	<input type="text" value="0.00"/>
Is at least 50% of project capacity subscribed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Step 6:** *Subscribed capacity.* Use the dropdown to select "Yes" or "No".





# **Attestations, Documents, and Final App Submission**

# Final steps - Attestations

**Step 1:** 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. Scroll down to the “**Applicant Attestation**” section. Carefully read and check the boxes if you agree to the statements.

These first four attestations are all **required**.

<input checked="" type="checkbox"/>	With respect to this project, any and all marketing activity that occurred after the IPA released its initial Marketing Guidelines on November 27, 2018 was fully compliant with the operative version of either the Marketing Guidelines or the Consumer Protection Handbook (approved July 14, 2022).
<input type="checkbox"/>	The installation contract signed between the Approved Vendor (or its agent) and the system host is fully consistent with information in the Standard Disclosure Form provided to the system host and Program Administrator.
<input type="checkbox"/>	Confirm compliance that all construction employees received at least the prevailing wage rate for the applicable county in the State of Illinois, for projects subject to prevailing wage requirements.
<input type="checkbox"/>	Confirm compliance with all DG installation contract requirements or community solar subscription contract requirements approved on July 14, 2022.

# Final steps - Attestations

**Step 1** (cont.): The next six attestations relate to compliance with the minimum contract requirements of 7/14/2022. Check **only** the first item if the contract was signed *after* 7/14/2022 and you meet the requirements.

If the contract was signed *before* 7/14/2022, it is not subject to the requirements. Leave the first item blank and check **only one** of the last five options.

<input type="checkbox"/>	The installation contract signed between the Approved Vendor (or its agent) and the system host is fully compliant with all minimum contract requirements approved on July 14, 2022.
If an installation contract was executed between the Approved Vendor (or its agent) and the system host prior to the updated contract requirements released in 2022, please do not check the item above and instead check one of the following:	
<input type="checkbox"/>	The Approved Vendor (or its agent) has executed a signed contract amendment with the system host that brings the contract into full compliance with all current minimum contract requirements.
<input type="checkbox"/>	The original installation contract was already fully compliant with the current contract requirements.
<input type="checkbox"/>	The Approved Vendor's (or its agent) diligent, good-faith efforts to contract the system host using all known contact information, following the release of the IPA's current installation contract requirements, were unsuccessful.
<input type="checkbox"/>	The system host refused to sign the contract amendment that would bring the contract into compliance with current contract requirements.
<input type="checkbox"/>	Other (Please explain) <input type="text"/>

# Final steps - Attestations

**Step 2:** *Optional comments.* The next two text boxes allow you to:

1. justify any differences between Part I and Part II;
2. provide additional context/explanation for any aspect of the application.

Select *"Save Comments"* when done.

**Differences in Part I and Part II**  
If there are variations in the system between Part I and Part II, please describe them here. Please see Section 5 of the Program Guidebook for the requirements around variations in system location, layout, and surface area. Any such changes for a project must be explained in detail.

**Comments**  
If you have any comments regarding your application, please enter them here.

Save Comments

*December 8 webinar tip:* If the property owner is NOT the same as the person named on the Certificate of Completion of Interconnection (CoC), describe their relationship in this section.

# Final steps - Attestations

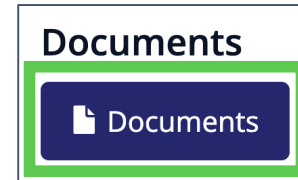
**Step 3:** *Final attestation.* Check the box to claim application confidentiality.

<input type="checkbox"/>	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
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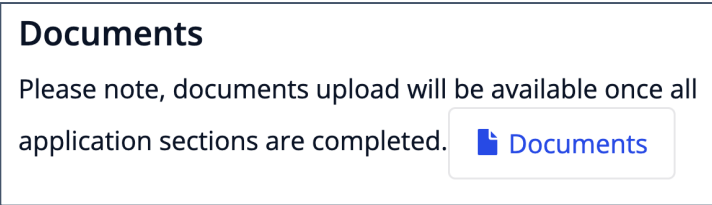


# Final steps – Document upload

**Step 4:** Select the “*Documents*” button to upload documents.



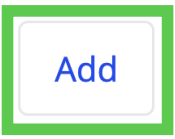
If you see this instead, return to the **top** of the page and fill out any sections that don't have a green check mark. (✓)



**Step 5:** For each requested document, select the “*Upload*” button on the **right** to search for the file on your computer.



To upload multiple files for one requirement, select the “*Add*” button (when available) to add another file upload slot.



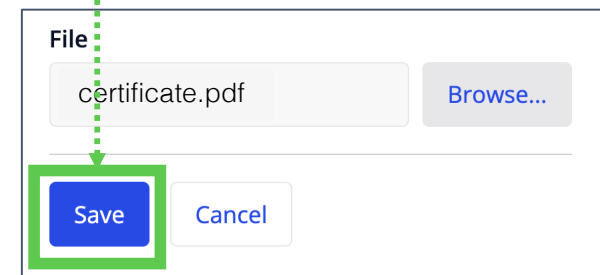
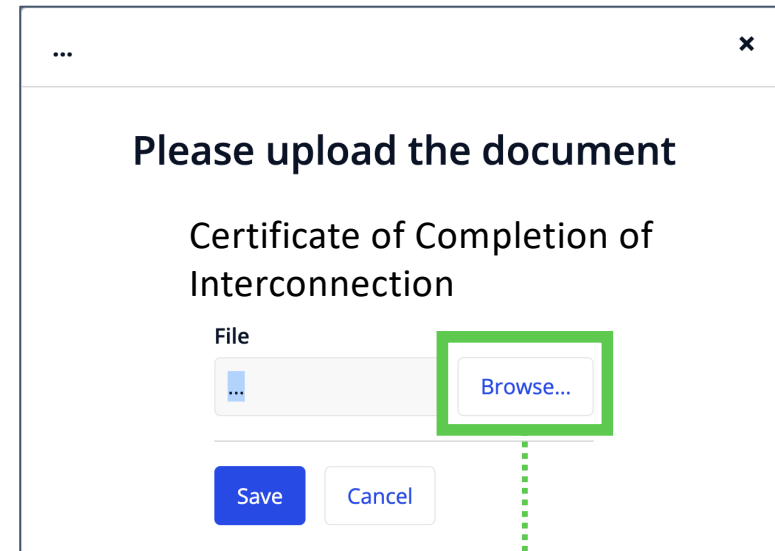


# Final steps – Document upload

**Step 6:** An Upload pop-up window appears. Select the “*Browse*” button to search for the file on your computer.

Acceptable file types include .pdf (preferred),  
.doc, .docx, .jpg, .jpeg  
The maximum file size is 100 MB.

**Step 7:** After you’ve located the document you want to upload, select “*Save*”. The page will update with the file name and receipt date.



# What are these documents? (1 of 4)

Name	Description/Notes
Certificate of Completion of Interconnection	<ul style="list-style-type: none"><li>• Document examples: Part 2 of the Interconnection Approval Agreement, Certificate of Completion, or Permission to Operate Letter</li><li>• Must be signed by a representative of the interconnection utility</li></ul>
Photograph(s) of the inverter(s)	<ul style="list-style-type: none"><li>• Must clearly show the inverter model number</li><li>• A photo of just one inverter is acceptable if using microinverters</li></ul>
Proof of Irrevocable Transfer	<ul style="list-style-type: none"><li>• Can be a copy of the irrevocable transfer acceptance email or a screenshot of the irrevocable transfer screen showing the system's registry certification number.</li><li>• <i>This requirement cannot be completed until your REC contract has been approved by the ICC.</i></li></ul>

# What are these documents? (2 of 4)

Name	Description/Notes
Photograph of meter	<ul style="list-style-type: none"><li>• Preferably of the meter itself – clearly show current cumulative lifetime meter reading</li><li>• If the meter has no physical display, provide a screenshot of the <b>meter</b> monitoring portal (<u>not</u> the inverter portal) with the lifetime meter reading.</li><li>• If expanding an existing system – provide proof of separate metering under “Other Documents”</li></ul>
Photograph(s) of project	<ul style="list-style-type: none"><li>• Must show <u>all</u> modules so that number can be verified</li><li>• Aerial shots are best</li></ul>

# What are these documents? (3 of 4)

*Only shown if you answered "Yes" to certain questions*

<b>Name</b>	<b>Description/Notes</b>
Net Metering Application approval letter	<ul style="list-style-type: none"><li>• Received from your utility</li></ul>
Detailed Battery Schematic	Must show that: <ul style="list-style-type: none"><li>• Only solar generated power can be used to charge the battery, <b>or</b></li><li>• The battery's output does not run through the meter used to measure solar output</li></ul>

*Only shown for **Community Solar** applications*

<b>Name</b>	<b>Description/Notes</b>
Proof of Minimum Subscriber Commitments	<ul style="list-style-type: none"><li>• Must show that at least 50% of capacity is subscribed as of the energization date</li><li>• Must show the percentage of system capacity allotted to small subscribers (subscriptions less than 25 kW – see page 125 of the <a href="#">Guidebook</a>)</li></ul>

# What are these documents? (4 of 4)

Name	Description/Notes
Certified Transcripts of Payroll	<ul style="list-style-type: none"><li>• Certified Transcripts of Payroll submitted to the Dept. of Labor for the construction of the project</li><li>• Required if project is subject to prevailing wage requirements<ul style="list-style-type: none"><li>○ Not needed for 1) Residential DG projects, 2) House of worship DG Projects 100 kW AC or less, 3) Waitlisted (as of December 14, 2021) non-residential Large DG projects</li></ul></li></ul>
Narrative of Demographic Commitments	<i>Optional – more information to be provided</i>
Other Documents	<i>Optional.</i> Any additional documents. Use this slot if you need to provide

**Step 8:** Once you're done uploading, select the *"Save and Continue"* button to return to the main Application webpage.

# Final Application submission

**Step 9:** At the bottom of the main Application webpage, select *“Submit Part II Application”*.

Please ensure the following before submitting the application:

- All application sections are completed as required
- Required attestations are checked
- Required documents are uploaded

Submit Part II Application

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

Information x

You must fill out and save all 4 Sections to submit this application!

OK

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

Information x

Your Project Application has been submitted successfully!

OK



# Final Application submission

**Step 10:** You'll be returned to the Project Applications > **View** task. The Part 2 status of your project will be updated to "Submitted".

Project Applications				
New DG Project Application		New CS Project Application		
Vendor ID	Project Name	Part 1 Status	Part 2 Status	Batch Status
4	Test Project A	Submitted	Submitted	ICC Approved
4	Test Project B	Submitted	Created	Submitted

Congratulations – you've successfully submitted your Part II application!



# Frequently asked questions

*Placeholder for questions*



# Questions?

Contact Program Administration Support:

[admin@illinoisabp.com](mailto:admin@illinoisabp.com)

877.783.1820

