



# 2023 Approved Vendor Annual Report Guide

*June 15, 2023*





On an annual basis, each Approved Vendor with a REC contract will submit an Annual Report of the contracts and Designated Systems in its portfolio. The Annual Report serves as the basis for verifying that RECs from projects are being delivered to the applicable utility, and, absent corrective actions taken by the Approved Vendor, can be a tool used to determine what actions may be taken by the utilities to enforce the contractual requirements that RECs are delivered, including, but not limited to, drawing on collateral.

### The Annual Report includes the following information:

- RECs delivered by each of the systems in the portfolio\*
- Status of all systems that have been approved, but not yet energized, including any extensions requested and granted\*
- Energized systems that have not delivered RECs in the year\*
- Balance of collateral held by each utility for the Approved Vendor's systems
- A summary of requests for REC obligation suspensions, reductions, or eliminations, due to force majeure events or other circumstances
- Information on consumer complaints received
- Other information related to ongoing Program participation, including use of graduates of job training programs and other information related to increasing the diversity of the solar workforce

### For Approved Vendors with Community Solar projects, the report will also include:

- Percentage of each system subscribed on a capacity basis\*
- The number and type of subscribers (e.g., residential, small commercial, large commercial/ industrial), including capacity allocated to each type\*
- Subscriber turn-over rates\*

\*These items will be provided in a report format by the Program Administrator to the Approved Vendor to review and confirm the accuracy of.

In support of the 2023 Annual Report, Approved Vendors will utilize a secure SharePoint folder to access the Energy Solutions generated reports mentioned above. Approved Vendors will then submit confirmation of report accuracy as well as remaining Annual Report response information for its 2023 Annual Report using a Microsoft Form. This is the same process as was followed in 2022.

The Annual Report will open on July 1, 2023, with submitted responses due by Approved Vendors to the Program Administrator by July 17, 2023. **Please keep in mind that submission of an Annual Report is a requirement under the REC contract and failure to submit an Annual Report is an Event of Default under the REC Contract.**

### Key Dates

July 1, 2023	Annual Report Response Period begins. Approved Vendors will have access to review reports on SharePoint and submit Annual Report responses. Non-submission of the Annual Report is an event of default under the REC contract.
July 17, 2023	Annual Report Response Period ends. This is the deadline to submit Annual Report responses. Not filing an Annual Report by the deadline may jeopardize an Approved Vendors standing in the Program.
July 18, 2023	Annual Report Cure Period begins. Program Administrator will contact Approved Vendors to cure any report discrepancies. Annual Reports that were not submitted during the preceding response period will not be accepted during this time. The cure period is limited to the curing of issues identified in already submitted Annual Reports.
October 2, 2023	Last day for Program Administrator to inform Approved Vendors of discrepancies.
October 13, 2023	Annual Reports are finalized. No modifications to submissions will be permitted after this date.





# Annual Report Response Period July 1 – July 17, 2023

## Annual Report Set Up

On July 1, 2023, the 2023 Annual Report will open, meaning Approved Vendors will be able to access SharePoint Reports and submit a response using the 2023 Annual Report Form. An email invitation to submit the Annual Report will be released on July 1, 2023. The email will include a link to the 2023 Annual Report Form, a Microsoft Form for Approved Vendors to provide Annual Report responses. It will also include a link to each Approved Vendor's SharePoint folder where Program Administrator generated reports will be available to review.

## How to Access your SharePoint folder

On May 19, 2023, the Program Administrator sent Approved Vendors an email with a confirmation of which emails have access to Approved Vendor SharePoint folders. The purpose of this communication was to ensure that all Approved Vendors have access to SharePoint in advance of the Annual Report opening on July 1, 2023. Each SharePoint folder is only accessible by the Program Administrator team as well as select email addresses for each Approved Vendor. Default permissions will be the primary email address on file for each Approved Vendor.

If you need to make any access changes, please email the Program Administrator at [admin@illinoisabp.com](mailto:admin@illinoisabp.com). The Program Administrator can only grant access change requests that come from the same email domain as the Approved Vendor's primary email address.

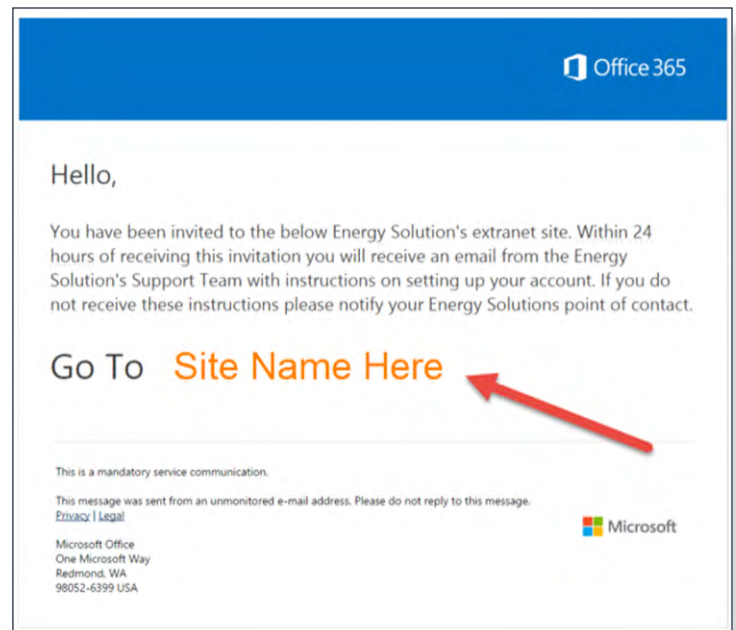
## Instructions

This process allows you to use your existing email and password to log in to the Energy Solutions SharePoint site. Take note of the email address that received the invitation. You **MUST** use this email address to set up your account and gain access for all future visits.

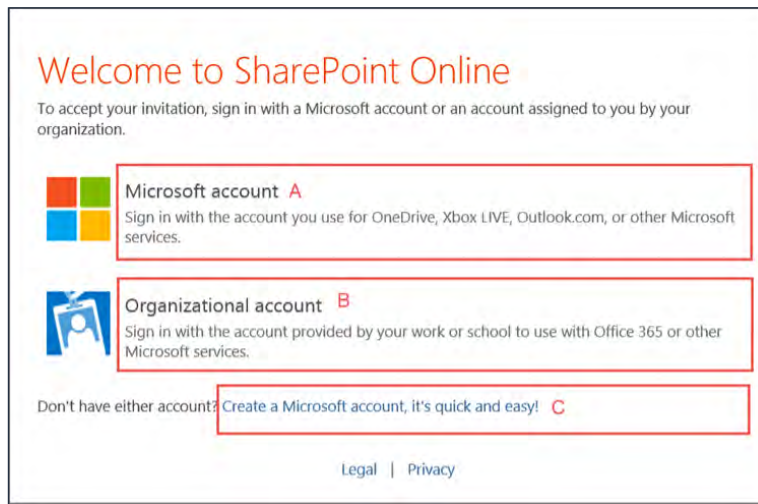
*\*Preferred browsers: Edge, Internet Explorer, Chrome. (Firefox has known issues.)*

Follow the steps below to accept your invitation.

1. **Find** the email from Microsoft Online Service in your inbox (check clutter or junk mail if you don't see it). The invitation will look like the screenshot below.
2. **Select** the Go To site link or copy and paste into a browser.



3. The link will take you to the **Welcome to SharePoint Online** login page shown below.



4. There are 3 options on this page – select the appropriate option based on the email account where you received the invitation.

### Microsoft Account (A)

Use this if the email invitation is to a Live, Hotmail, outlook or other Microsoft services account (ex: jjones3@msn.com).

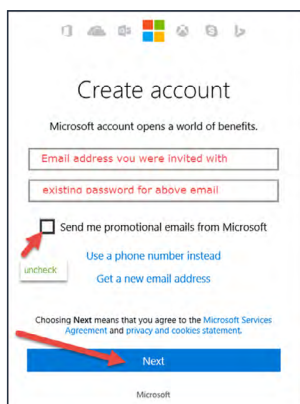
### Organizational Account (B)

Use this option ONLY if your organization has Office 365 and the invitation was sent to your associated Office 365 email (ex: Jjones@contoso.com). If you choose this option, log in with your existing Office 365 and password. Microsoft will connect your account to this site on the Energy Solutions' extranet.

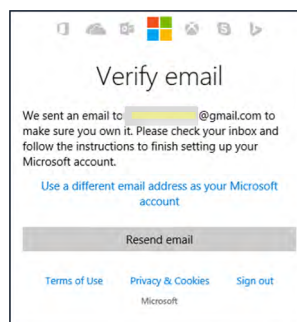
### Create a Microsoft account, it's quick and easy! (C)

Use this if neither of the above applies. This option will create a hidden Microsoft account in the background associated with your existing email, allowing you to login into the SharePoint site with your existing, personal email (e.g.,jjones@gmail.com) or non-Office 365 business email. Navigate to Option C for further instructions.

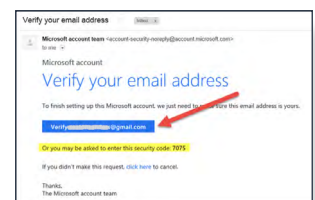
For Option C, do the following, fill out the form and select Next.



You will receive an email to verify your account.



Select the Verify button and you will be routed to the SharePoint site. Be sure to bookmark the site for easy access later. Going forward you will login using the same email and password you used to register.



## Troubleshooting SharePoint Login Issues

Having trouble logging in? Try these steps below.

- Log out of all O365 accounts before clicking on the invitation link.

OR

- From the invitation e-mail, right click and Copy Hyperlink
- Paste into an InPrivate or InCognito browsing session.

## SharePoint Folder Contents

The SharePoint folder will contain a folder for the 2023 Annual Report. This folder will contain the below files. Approved Vendors should review these reports carefully and confirm within their Annual Report response if they agree with the Program Administrator's records. If there are believed to be discrepancies, please indicate with the Annual Report response the details around the discrepancies. If there is any uncertainty, please indicate that within the Annual Report Form to avoid an Event of Default from non-submission of the Annual Report. The Annual Report cure period will allow the Program Administrator and Approved Vendor to work through discrepancies.

**RECsDelivered\_AV###** — An Excel file output of the number of RECs delivered by each system in the AV's portfolio that was Energized (Part 2 Verified) by May 31, 2023 and have successfully transferred at least 1 REC to the buyer by May 31, 2023.

**SystemsNotEnergized\_AV###** — An Excel file output, generated by the Program Administrator, listing the projects that as of May 31, 2023 have been approved by the ICC, but not Energized (Part 2 Verified).

**SystemsEnergizedNoRECs\_AV###** — An Excel file output showing systems Energized (Part 2 verified) that have not yet delivered a REC. These are systems that as of May 31, 2023 are ICC Approved and Energized (Part 2 Verified) but have not delivered a REC.

**Community Solar Subscriber Information\_AV##** — For Community Solar AVs only. An Excel file output summarizing the following for each project. This report should reflect subscriber information as reported to the Program Administrator as of May 31, 2023.

- Percentage subscribed on a capacity basis as of May 31, 2023 (as a percent)
- Subscriber turn-over rate during energy year (as a percent)
- Total subscriber turn-over rate (as a percent)
- Number of subscribers and kW subscribed by the below categories:

Subscribers	Residential	Small Commercial	Large Commercial/ Industrial	Government	Non-Profit
Number of Subscribers	0	0	0	0	0
kW Subscribed	0	0	0	0	0

# Annual Report Response Process

1. On July 1, 2023 your organization will receive an email with a link to the 2023 Annual Report Form.
2. Open the form to begin. Please list your Vendor ID, Company Name, First and Last Name, and email address to record a response from your company. If you are unsure of your Vendor ID, it will be included in the name of your SharePoint folder and files.

**\*Please note, once you begin the form, you cannot save progress to resume later. The form must be completed and submitted in one sitting.\***

1. Vendor ID  
If you are unsure of your Vendor ID, please reference your SharePoint folder name or Annual Report email which will include this number. It is a one, two, or three digit number. This is required to be accurately reported for your response to be counted. \*

Enter your answer

2. Approved Vendor Name \*

Enter your answer

3. Your First and Last Name \*

Enter your answer

4. Your Email \*

The email address provided does not need to match the email associated with your portal account. The purpose of this email address is so that we can contact you with any questions.

Enter your answer

3. To respond to the first group of questions, open the Excel Files located in the 2023 Annual Report SharePoint folder. **RECsDelivered\_AV###, SystemsNotEnergized\_AV###, SystemsEnergizedNoRECs\_AV###**

IL Shines Program Extranet

+ New Upload Edit in grid view Share Copy link Sync Download Add shortcut to OneDrive

AV SharePoint Folders > 99999\_Test AV Name > 2023 Annual Report

Name	Modified	Modified By	Created	ID
Community Solar Subscriber Information...	June 6	Keely Weiss	June 6	45179
RECsDelivered_AV99999.xlsx	June 6	Keely Weiss	June 6	45178
SystemsEnergizedNoRECs_AV99999.xlsx	June 6	Keely Weiss	June 6	45177
SystemsNotEnergized_AV99999.xlsx	June 6	Keely Weiss	June 6	45176

4. **Review each Excel file and confirm that the information listed is accurate.**
  - a. If the information in the report is correct, please indicate “Yes” on the **Annual Report Response Form**.
  - b. If the information in the report is not correct, please provide a detailed explanation of the inaccuracies in the report for each utility.

5. For Community Solar Approved Vendors, open the file **Community Solar Subscriber Information** in your SharePoint folder. Review the Excel file and confirm that the information listed is accurate.
  - a. **If the information in the report is correct, please indicate “Yes” on the Annual Report Response Form.**
  - b. If the information in the report is not correct, please provide a detailed explanation of the inaccuracies in the report for each utility.
  - c. If you are not a Community Solar Approved Vendor, please indicate “N/A” on this question of the Annual Report.
  - d. If you are a Community Solar Approved Vendor, there will be a required attestation that Disclosure Forms were signed by subscribers.

If you are not a community solar Approved Vendor, please select “I am not a Community Solar Approved Vendor”.

8. **Community Solar Subscriber Information.** Please confirm that the Community Solar Subscriber Information located in your SharePoint folder is correct. This report should reflect subscriber information as reported to the Program Administrator as of 5/31/2023.

If you do not have a corresponding file in your SharePoint folders, or your file is empty, we do not show any projects relevant to this question.

If you do not have any Community Solar projects, please answer N/A. \*

Yes  
 No  
 N/A

9. Attestation for Community Solar Approved Vendors only \*

I attest that any and all community solar disclosure forms were signed by the subscribers  
 I am not a Community Solar Approved Vendor

6. For the remaining questions in the Annual Report Response Form, please provide answers directly in the form.
7. Once complete, please be sure to click the Submit button at the end of the form. If you do not click this button, your entries will be deleted and your submission will not be recorded. If you need to revise your response, please reach out to the Program Administrator, at [admin@illinoisabp.com](mailto:admin@illinoisabp.com)

2023 Illinois Shines Annual Report Form

Please click "Submit" to submit your response.

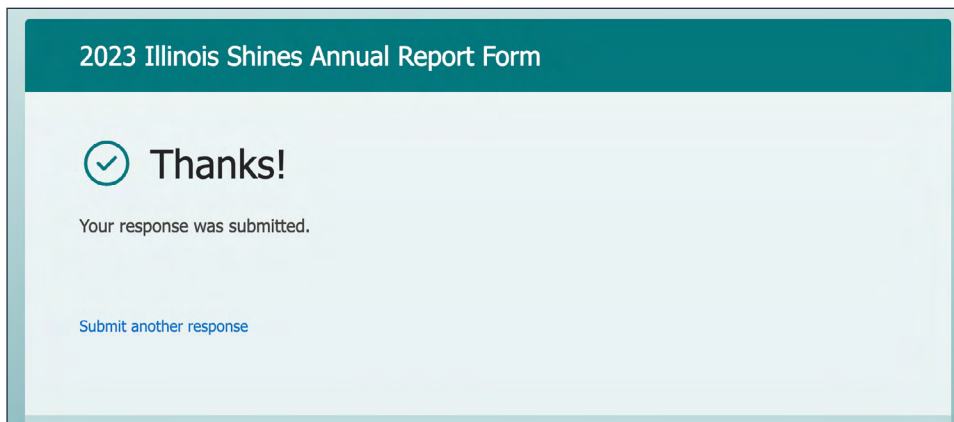
If you do not click "Submit" below, your response will be deleted and will not be recorded

Thank You!

Never give out your password. [Report abuse](#)

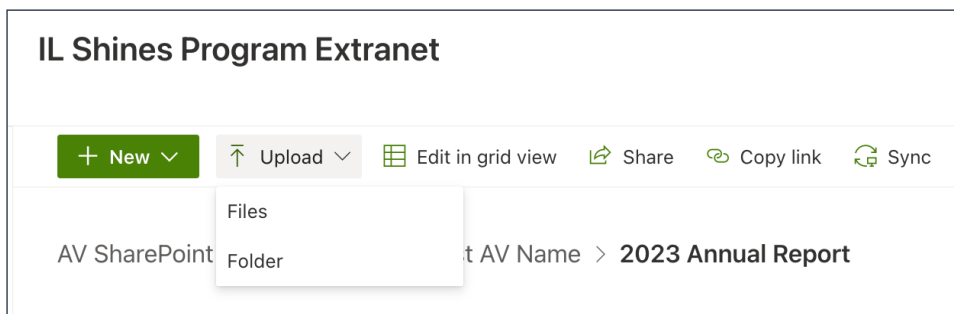


8. Once successfully submitted, you will see a confirmation message:



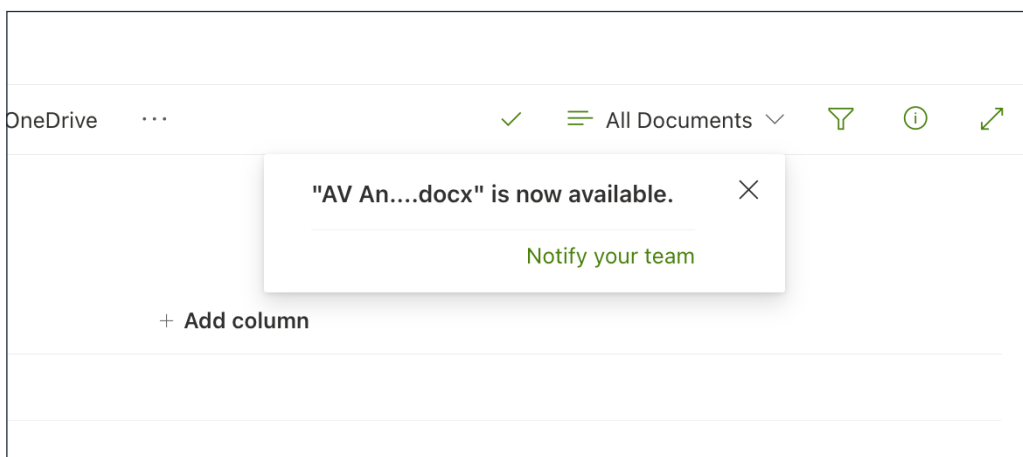
9. For questions with required narratives, you may provide a written narrative directly within the form. You can also choose to upload the narrative file to your SharePoint folder. You may also do a combination of these two things – provide narrative directly within the form and upload supplemental files to SharePoint.

10. To upload files to SharePoint, navigate to the “Upload” button and select “Files”.



11. Select the file you wish to upload and click “Open.”

12. Once the file is successfully uploaded, SharePoint will notify that the document is now available.



## July 18 – October 2, 2023 — Program Administrator Review & Curing Period

The Program Administrator will conduct a review of the Annual Report responses and follow up with any questions or missing info requests by October 2, 2023. Approved Vendors must follow up to any requests for clarification or additional information made by the Program Administrator promptly.

## October 13, 2023 — Annual Reports Finalized

All designated systems must have complete Annual Reports, including curing any requested information, by October 13, 2023. Annual Reports cannot be modified after this date.

## Annual Report Questions

Below is a full list of the questions contained in the Annual Report form, for your reference.

1. Vendor ID  
If you are unsure of your Vendor ID, please reference your SharePoint folder name or Annual Report email which will include this number. It is a one, two, or three digit number. This is required to be accurately reported for your response to be counted.
2. Approved Vendor Name
3. Your First and Last Name
4. Your Email
5. **RECs delivered by each of the systems in the portfolio.** Please confirm that the RECs Delivered report located in your SharePoint folder is correct. This report should reflect the number of RECs delivered by each system in the AV's portfolio that was Energized (Part 2 Verified) by 5/31/2023 and have successfully transferred at least 1 REC to the buyer by 5/31/2023.  
  
Is the information in this report correct? Yes/No
6. If no, provide an explanation of what is incorrect in the text box — ComEd.
7. If no, provide an explanation of what is incorrect in the text box — Ameren.
8. If no, provide an explanation of what is incorrect in the text box — MidAmerican.
9. Status of all systems that have been approved, but not yet energized, including any extensions requested and granted. Please confirm that the Systems Not Energized report located in your SharePoint folder is correct. This report should reflect projects that as of 5/31/2023 have been approved by the ICC, but not Energized (Part 2 Verified).  
  
Is the information in this report correct? Yes/No
10. If no, provide an explanation of what is incorrect in the text box — ComEd.
11. If no, provide an explanation of what is incorrect in the text box — Ameren.
12. If no, provide an explanation of what is incorrect in the text box — MidAmerican.

13. **Energized systems that have not delivered RECs in the year.** Please confirm that the Systems Energized No RECs report located in your SharePoint folder is correct. This report should reflect systems Energized (Part 2 verified) that have not yet delivered a REC. These are systems that as of 5/31/2023 are ICC Approved and Energized (Part 2 Verified) but have not delivered a REC.

Is the information in this report correct? Yes/No

14. If no, provide an explanation of what is incorrect in the text box — ComEd.
15. If no, provide an explanation of what is incorrect in the text box — Ameren.
16. If no, provide an explanation of what is incorrect in the text box — MidAmerican.
17. **Community Solar Subscriber Information.** Please confirm that the Community Solar Subscriber Information located in your SharePoint folder is correct. This report should reflect subscriber information as reported to the Program Administrator as of 5/31/2023.

If you do not have any Community Solar projects, please answer N/A. Yes/No/N/A

18. If no, provide an explanation of what is incorrect in the text box — ComEd.
19. If no, provide an explanation of what is incorrect in the text box — Ameren.
20. If no, provide an explanation of what is incorrect in the text box — MidAmerican.
21. **Attestation for Community Solar Approved Vendors only. Required to answer.**

- I attest that any and all Community Solar Disclosure Forms were signed by the subscribers
- I am not a Community Solar Approved Vendor

**Balance of Collateral held by each utility (\$)**

22. Balance held by ComEd — Cash (00.00)
23. Balance held by ComEd — Letter of Credit (00.00)
24. Balance held by Ameren — Cash (00.00)
25. Balance held by Ameren — Letter of Credit (00.00)
26. Balance held by MidAmerican — Cash (00.00)
27. Balance held by MidAmerican — Letter of Credit (00.00)

**A summary of requests for REC obligations, suspensions, reductions, or eliminations due to force majeure events.**

Please upload any additional documentation that you would like to include to your SharePoint folder.

28. Provide a detailed response — Com Ed
29. Provide a detailed response — Ameren
30. Provide a detailed response — MidAmerican
31. I uploaded additional documentation to SharePoint for this question (requests for REC obligations, suspensions, reductions, or eliminations due to force majeure events).

Yes/No

32. **Summary and status of consumer complaints** received related to Adjustable Block Program projects, including sales and marketing efforts, whether or not those efforts resulted in a project application. Please indicate if the complaint was submitted to the Adjustable Block Program, the Illinois Commerce Commission, the Office of the Illinois Attorney General, or directly to the Approved Vendor or Approved Vendor designee (some complaints may fall into more than one category). The Program Administrator reserves the right to request additional information.

Please upload any optional backup documents to your SharePoint folder.

33. I uploaded additional documentation to SharePoint for this question (consumer complaints).  
Required to answer.

Yes/No

Job Training Graduate Hiring for Development of ABP Projects - Direct Data

Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor's payroll.

For Approved Vendors that are LLCs without any employees, this hiring and employment information should be reported at the parent company level. Reporting should be limited to activities undertaken in relation to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("o" or "None"). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available.

34. Solar Training Pipeline Program — # Full-Time
35. Solar Training Pipeline Program — # Part Time
36. Solar Training Pipeline Program — # Temporary
37. Solar Training Pipeline Program — #Hired (Total)
38. Solar Training Pipeline Program — Average Wage (\$/Hour in format 00.00)
39. Craft Apprenticeship Program — # Full-Time
40. Craft Apprenticeship Program — # Part Time
41. Craft Apprenticeship Program — # Temporary
42. Craft Apprenticeship Program — #Hired (Total)
43. Craft Apprenticeship Program — Average Wage (\$/Hour in format 00.00)
44. Multi-Cultural Jobs Programs — # Full-Time
45. Multi-Cultural Jobs Programs — # Part Time
46. Multi-Cultural Jobs Programs — # Temporary
47. Multi-Cultural Jobs Programs — #Hired (Total)



48. Multi-Cultural Jobs Programs — Average Wage (\$/Hour in format 00.00)

49. **Job Training Hiring for Development of ABP Projects — Direct Data Narrative**

Please provide a narrative response below and/or upload optional documentation to your SharePoint folder. The SharePoint upload can contain your entire narrative response or can supplement your response below.

Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor’s payroll.

This narrative should include efforts undertaken to recruit/hire trainees (including successes as well as challenges found), whether trainees were hired on a temporary or permanent basis or a part-time or full-time basis, job training program graduate retention rates, any layoffs of job training program graduates, and if available any information on the hiring of job training program graduates who are returning citizens or foster care alumni. If graduates other than those in the three FEJA categories (Solar Training Pipeline Program, Craft Apprenticeship Program, and Multi-Cultural Jobs Programs) were used, a description of the other training program(s) should be included. A separate narrative is required for Direct and Indirect activities.

Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.

50. I uploaded additional documentation to SharePoint for this question (job training hiring direct data narrative).

Yes/No

51. Do you have Indirect Data to Report?

Indirect data means hiring and employment conducted by the Approved Vendor’s designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Yes/No

52. **Job Training Graduate Hiring for Development of ABP Projects — Indirect Data**

**Indirect data** means hiring and employment conducted by the Approved Vendor’s designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available (“N/A”) and where the response is that no one was hired (“o” or “None”). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available.

53. Solar Training Pipeline Program — # Full-Time

54. Solar Training Pipeline Program — # Part Time
55. Solar Training Pipeline Program — # Temporary
56. Solar Training Pipeline Program — #Hired (Total)
57. Solar Training Pipeline Program — Average Wage (\$/Hour in format 00.00)
58. Craft Apprenticeship Program — # Full-Time
59. Craft Apprenticeship Program — # Part Time
60. Craft Apprenticeship Program — # Temporary
61. Craft Apprenticeship Program — #Hired (Total)
62. Craft Apprenticeship Program — Average Wage (\$/Hour in format 00.00)
63. Multi-Cultural Jobs Programs — # Full-Time
64. Multi-Cultural Jobs Programs — # Part Time
65. Multi-Cultural Jobs Programs — # Temporary
66. Multi-Cultural Jobs Programs — #Hired (Total)
67. Multi-Cultural Jobs Programs — Average Wage (\$/Hour in format 00.00)

68. **Job Training Hiring for Development of ABP Projects — Indirect Data Narrative**

Please provide a narrative response below and/or upload optional documentation to your SharePoint folder. The SharePoint upload can contain your entire narrative response or can supplement your response below.

**Indirect data** means hiring and employment conducted by the Approved Vendor’s designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

This narrative should include efforts undertaken to recruit/hire trainees (including successes as well as challenges found), whether trainees were hired on a temporary or permanent basis or a part-time or full-time basis, job training program graduate retention rates, any layoffs of job training program graduates, and if available any information on the hiring of job training program graduates who are returning citizens or foster care alumni. If graduates other than those in the three FEJA categories (Solar Training Pipeline Program, Craft Apprenticeship Program, and Multi-Cultural Jobs Programs) were used, a description of the other training program(s) should be included. A separate narrative is required for Direct and Indirect activities. Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.

69. I uploaded additional documentation to SharePoint for this question (job training hiring indirect data narrative).

Yes/No

## Illinois-based Workforce Diversity – Direct Data

Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor’s payroll. For Approved Vendors that are LLCs without any employees, this hiring and employment information should be reported at the parent company level. Reporting should be limited to activities undertaken in relation to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available (“N/A”) and where the response is that no one was hired (“o” or “None”). For information that is not available the Approved Vendors should provide an explanation in the narrative on why the information was not available

Please ensure that percentages do not exceed 100%. Enter percentages in the format 50% rather than 0.50

### Race

70. Black or African-American – FTE
71. Black or African-American – % of workforce
72. Hispanic or Latinx – FTE
73. Hispanic or Latinx – % of workforce
74. Asian – FTE
75. Asian – % of workforce
76. American Indian or Alaska Native – FTE
77. American Indian or Alaska Native – % of workforce
78. Native Hawaiian or Other Pacific Islander – FTE
79. Native Hawaiian or Other Pacific Islander – % of workforce
80. Two or more races – FTE
81. Two or more races – % of workforce
82. Did not self-identify/Not disclosed – FTE
83. Did not self-identify/Not disclosed – % of workforce

### Gender Identity

84. Female – FTE
85. Female – % of workforce
86. Non-binary – FTE
87. Non-binary – % of workforce

## Disabled

88. Disabled — FTE

89. Disabled — % of workforce

### 90. **Illinois-based Workforce Diversity - Direct Data Narrative**

Please provide a narrative response below and/or upload optional documentation to your SharePoint folder. The SharePoint upload can contain your entire narrative response or can supplement your response below.

Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor's payroll.

This narrative should distinguish between increasing diversity of the installation workforce and the workforce in administrative, sales, marketing, and technical roles. Please describe the diversity of management and/or supervisor positions compared to your overall workforce working in connection with the Adjustable Block Program. A separate narrative is required for Direct and Indirect activities.

If applicable, please also include a description of activities undertaken by you or your Designees that did not occur in Illinois but demonstrate that you or your Designees' efforts or commitments to creating a diverse workforce. Any information described herein should be included only in the narrative and not in the race/gender identify/disabled data points. The data points should only include data for your workforce in the state of Illinois.

Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.

91. I uploaded additional documentation to SharePoint for this question (workforce diversity direct data narrative).

Yes/No

92. Do you have Indirect Data to Report?

Indirect data means hiring and employment conducted by the Approved Vendor's designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Yes/No

### 93. **Illinois-based Workforce Diversity — Indirect Data**

Indirect data means hiring and employment conducted by the Approved Vendor's designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

Approved Vendors should clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("o" or "None"). For information that is not



available the Approved Vendors should provide an explanation in the narrative on why the information was not available.

Please ensure that percentages do not exceed 100%. Enter percentages in the format 0.50 rather than 50%.

## **Race**

- 94. Black or African-American — FTE
- 95. Black or African-American — % of workforce
- 96. Hispanic or Latinx — FTE
- 97. Hispanic or Latinx — % of workforce
- 98. Asian — FTE
- 99. Asian — % of workforce
- 100. American Indian or Alaska Native — FTE
- 101. American Indian or Alaska Native — % of workforce
- 102. Native Hawaiian or Other Pacific Islander — FTE
- 103. Native Hawaiian or Other Pacific Islander — % of workforce
- 104. Two or more races — FTE
- 105. Two or more races — % of workforce
- 106. Did not self-identify/Not disclosed — FTE
- 107. Did not self-identify/Not disclosed — % of workforce

## **Gender Identity**

- 108. Female — FTE
- 109. Female — % of workforce
- 110. Non-binary — FTE
- 111. Non-binary — % of workforce

## Disabled

112. Disabled — FTE

113. Disabled — % of workforce

114. **Illinois-based Workforce Diversity - Indirect Data Narrative**

Please provide a narrative response below and/or upload optional documentation to your SharePoint folder. The SharePoint upload can contain your entire narrative response or can supplement your response below.

Indirect data means hiring and employment conducted by the Approved Vendor's designees, installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Adjustable Block Program.

This narrative should distinguish between increasing diversity of the installation workforce and the workforce in administrative, sales, marketing, and technical roles. Please describe the diversity of management and/or supervisor positions compared to your overall workforce working in connection with the Adjustable Block Program. A separate narrative is required for Direct and Indirect activities.

If applicable, please also include a description of activities undertaken by you or your Designees that did not occur in Illinois but demonstrate that you or your Designees' efforts or commitments to creating a diverse workforce. Any information described herein should be included only in the narrative and not in the race/gender identify/disabled data points. The data points should only include data for your workforce in the state of Illinois.

Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.

115. I uploaded additional documentation to SharePoint for this question (workforce diversity indirect data narrative).

Yes/No

116. Number of employees who are graduates of or currently enrolled in the foster care system.

Please report direct data only. Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor's payroll.

117. Number of employees formerly incarcerated.

Please report direct data only. Direct data means hiring and employment by the Approved Vendor, e.g., staff on the Approved Vendor's payroll.



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