

03.19.2020

Part I Project Submissions

Submissions Guideline Document

Version 1.0

This document is intended to help Approved Vendors successfully submit projects to Illinois Solar For All. It should be used in conjunction with the Approved Vendor Manual, the most recent version of which can always be found on the Illinois Solar For All website, IllinoisSFA.com.

1. Introduction

This document is intended to help Approved Vendors successfully submit Illinois Solar For All (ILSFA) projects. **Please follow this naming convention for all documents uploaded into the Approved Vendor Portal:**

[Project #]_Document_Type_YYYY_MM_DD

e.g. 0001_Site_Plan_2019_06_13

ADDITIONAL RESOURCES:

- Approved Vendor Manual: illinoisSFA.com/app/uploads/2019/08/ILSFA-Approved-Vendor-Manual-v2.1_CLEAN.pdf
- Approved Vendor training videos: illinoisSFA.com/archived-resources/
- Your Approved Vendor Manager is available to answer questions and help you through the project submission process.

2. Consumer Protections

✓ Distributed Generation ✓ Non-Profit/Public Facilities ✓ Community Solar¹

1. SIGNED DISCLOSURES AND BROCHURES

Disclosures can be generated through the Approved Vendor Portal and e-signed by the customer or printed and wet-signed. Approved Vendors must meet the following disclosure requirements:

- Disclosure terms must match contract.
- Low-Income Distributed Generation (DG) sub-program participants must receive their disclosure form a minimum of seven days before signing their contract.
- Disclosures and contracts must meet program requirements, including:
 - No upfront costs.
 - Minimum savings requirements of 50% of the value of the energy produced.
 - Low-income DG system is warrantied for minimum of 15 years.
 - Low-income DG maintenance is provided for at least 15 years at no cost to customer.
 - No liens on the property.

¹ Please note that community solar disclosures are completed at Part II.

- Forbearance provisions are included.
- Energy price escalation rates do not exceed 1.7% per year.
- Illinois Solar for All sub-program specific brochures are available on the For Vendors page: www.illinoissfa.com/for-vendors/
Approved Vendors are welcome to create their own brochures and marketing collateral, but they must follow the ILSFA Consumer Protections Guidelines: www.illinoissfa.com/app/uploads/2019/05/ILSFA-Consumer-Protections-Guidelines-DG- v3.pdf
- Approved Vendors using ILSFA marketing materials developed in-house must present it to the program administrator for review before presenting it to customers.

2. CUSTOMER CONTRACT REVIEW

✓ **Distributed Generation** ✓ **Non-Profit/Public Facilities** ✗ **Community Solar**²

Approved Vendors with projects in the Low-Income DG and Non-Profit/Public Facilities sub-programs must meet the following requirements for customer contract review during Part I Submission:

- Contracts need to be signed and dated by both the customer and the Approved Vendor.
- Customer details, such as name and address, must match the disclosures.
- Low-income DG customers' signature dates on the contracts must be at least seven days after the date on the disclosure to provide a "cooling off" period.

3. System Design

✓ **Distributed Generation** ✓ **Non-Profit/Public Facilities** ✓ **Community Solar**

1. DOCUMENT UPLOAD: SITE PLAN

Approved Vendors with projects in all three sub-programs must ensure the following when uploading their project's Site Plan:

- Address in Site Plan matches address you have entered in the Approved Vendor Portal.

² Customer contracts may be requested by the Program Administrator at Part II application for Low-Income Community Solar projects.

- Site Plan includes property lines, array locations, equipment, obstructions, and point of interconnection.
- Site Plan indicates whether the system is co-located.
- If project involves system expansion or co-location, rules are fully detailed in Section 10 of the Approved Vendor Manual.

2. DOCUMENT UPLOAD: STRUCTURAL PLAN

The structural plan requirements for Part I Project Submission are minimal. More details are required for Part II Project Submissions. However, Structural Plans should include:

- Racking system detail or cutsheets.
- Mounting or anchoring system information.

3. DOCUMENT UPLOAD: SHADING STUDY

For an array to qualify for no shading and thus be able to use the standard capacity factor for production estimates, a shading study must be submitted. In general, if obstructions are present to the south, east, and west of the array, and the array is positioned within two times the height of the obstructions, the array will not qualify for no shading and an alternative capacity factor **must** be used. For projects that do involve submitting a shading study, the shading study must meet the following requirements:

- Professional software such as Helioscope, PVsyst, or Aurora has been used to generate the report or is generated by a person who is qualified to perform shading studies.
- Obstructions are clearly indicated in the model and accurately represented. These can include trees, utility poles, different roof heights, air conditioning units, etc. Obstructions should not be closer than twice the height of the obstruction in relation to the array.

4. DOCUMENT UPLOAD: ONELINE DRAWING

Oneline drawings must include the following:

- Module and inverter specifications.
- Wiring and conduit schedules.
- Overall system layout, design, and size.
- Any other relevant information or notes.

5. DOCUMENT UPLOAD: INTERCONNECTION AGREEMENT

Interconnection agreements are required for any project with a nameplate capacity of greater than 25 kW AC. Interconnection agreements must meet the following requirements:

- Signed by both the interconnecting customer and the utility.
- The agreement should have the correct site address and be dated.

4. Site Suitability

✓ Distributed Generation ✓ Non-Profit/Public Facilities ✓ Community Solar

The Site Suitability Guidelines can be found here:

IllinoisSFA.com/app/uploads/2019/05/ILSFA-Site-Suitability-Guidelines_v2-Fillable.pdf

This document gives your Approved Vendor Manager an idea of what work, if any, is needed to make your project's proposed site suitable for a PV installation. This document must be completed, signed, and submitted (scanned copies will be accepted). It will be evaluated along with submitted site photos. Photos should include (as applicable):

- Photos showing the overall roof condition.
- Photos of the roof components, including rafters, surface components and materials, and other elements that support the mitigations indicated.
- Photos showing the condition of the electrical panel.
- Photos showing that work areas are clear of hazardous materials.
- For ground-mount projects: Photos showing conditions of ground-mount site

If mitigations or improvements are needed to your project's proposed site, the following requirements must be met:

- Mitigation plans are presented in enough detail to address the issue at present.
- Mitigation plans should not place an undue financial burden on the property owner. If the property owner will be paying for the repairs, please direct them to the list of available resources here: IllinoisSFA.com/app/uploads/2019/03/ILSFA-Program-Resources-Guide-v1-20190318.pdf

For all site suitability documents, the following must be met:

- Attestations are completed, and document is signed and dated by the Approved Vendor **and** the property owner, and submitted in the project application.

For systems already energized prior to application, the following must be submitted:

- GATS or M-RETS unit ID
- Document Upload: Certificate of Completion of Interconnection
- Document Upload: Net Metering Application Approval Letter (if applicable)

5. Community Solar Project Eligibility

✗ Distributed Generation ✗ Non-Profit/Public Facilities ✓ Community Solar

1. DOCUMENT UPLOAD: COMMUNITY ENGAGEMENT NARRATIVE

A community engagement narrative must be submitted for all community solar projects. This narrative should describe your efforts to gather community support at a local level. It should be detailed and should mention specific events, actions taken, and partnerships formed. Details can include:

- Specific events, meetings, or engagements already conducted in support of your proposed community solar projects.
- Event agendas, content, attendees, materials, and information shared and presented.
- Specific partnerships established and partner roles. This can include letters of support for the project from partners or community groups.

2. DOCUMENT UPLOAD: ANCHOR LETTER OF INTENT (IF APPLICABLE)

The Anchor Letter of Intent (LOI) only applies to anchor subscribers (for up to 40% of the nameplate capacity of the project). Anchor LOI's must include the following:

- Indicate an agreement between the Approved Vendor and the qualified anchor tenant to subscribe to the community solar project and accept up to 40% of the project's nameplate capacity.
- The signature of an authorized representative of the anchor tenant.

3. DOCUMENT UPLOAD: ANCHOR TAX DOCUMENTATION (IF APPLICABLE)

Anchor Tax Documentation only applies to anchor subscribers (for up to 40% of the nameplate capacity of the project). Anchor Tax Documentation is defined as:

- Tax documentation such as a 501c3 approval letter from the IRS that demonstrates the anchor subscriber is either a non-profit or a public facility.

4. DOCUMENT UPLOAD: PROOF OF SITE CONTROL (ALL PROJECTS)

All projects must submit proof of site control, which can be demonstrated through the following:

- A land lease agreement
- An RFP issued by a public entity or facility
- Similar documentation

6. Financial Requirements

✓ **Distributed Generation** ✓ **Non-Profit/Public Facilities** ✗ **Community Solar**³

The ILSFA program requirements stipulate that customers have no upfront costs and that first year and ongoing customer savings are at least 50% of the value of the energy produced by the system. The following documentation are required for Part I Submission for the Low-Income Distributed Generation and Non-Profit/Public Facilities sub-programs:

1. DOCUMENT UPLOAD: SAVINGS CALCULATOR

- The corresponding savings calculator must be filled out using system design.
- The savings calculator must match the project's disclosure and customer contract.

2. DOCUMENT UPLOAD: CUSTOMER BILLS

For projects using non-standard customer rates⁴:

- Bills are recent and cover either one bill per season (a bill every third month) or 12 consecutive months.

³ Financial savings requirements apply to all three sub-programs, however Community Solar project applications do not require savings calculator and customer bills at Part I submittal.

⁴ For customers using an ARES or enrolled in an hourly pricing program, and for Non-Profit/Public Facilities customers, an average rate based on 12 months of customer bills must be used. This method may also be used for any customer to provide a more accurate projection of cost and savings. For residential, Low-Income Distributed Generation customers, an average statewide rate of \$.1248 (12.48 cents) per kWh is allowed for customers that do not use an Alternative Retail Electric Supplier (ARES) and are not enrolled in an hourly pricing program.

7. Participant Eligibility

✓ **Distributed Generation** ✓ **Non-Profit/Public Facilities** ✓ **Community Solar**

The participant eligibility requirements apply to all three sub-programs. The participant eligibility requirements are based off household income or location in a low-income or environmental justice community, as well as property ownership requirements. Low-income requirements stipulate that participants must meet the threshold of 80% or less of Area Median Income. A full list of what qualifies as income can be found in Section 6 of the Approved Vendor Manual.

There is a tiered approach for participant income verification, which ensures the least invasive methods are tried first until income eligibility is determined. The methods are listed below, and described fully in Section 6 of the Approved Vendor Manual:

- Method A: Third-Party Qualifying Program Verification
- Method B: Tax Transcript Verification
- Method C: Tax Returns or Pay Stubs
- Method D: U.S. Dept of Housing and Urban Development (HUD) Qualified Census Tracts

1. VALIDATION OF PARTICIPANT INCOME VERIFICATION (FOR LOW-INCOME DISTRIBUTED GENERATION SUB-PROGRAM)

One-Unit/Single Family. Validation for one-unit and single-family projects in the Low-Income Distributed Generation sub-program is accomplished through submitting:

- A Certification and Consent (Basic Information Form) for the household.
- Supporting documentation for the selected method A-C as outlined in the Section 6 of the Approved Vendor Manual.

Two- to Four-Unit. For two- to four- unit buildings in the Low-Income Distributed Generation sub-program, at least 50% of the residential units must verify they are 80% or less of AMI. Validation is accomplished through submitting:

- A Certification and Consent (Basic Information Form) for all residential units in the building counting towards eligibility.
- Supporting documentation for the selected method A-C through the Approved Vendor Portal.

Five-Unit and Larger. For five-unit and larger buildings, income eligibility is verified through one of the following methods:

- At least 50% of the residential units must verify they are 80% or less of AMI.
- The property qualifies for either U.S. Department of Housing and Urban Development Project-Based Vouchers or Project-Based Rental Assistance.
- The property meets the definition of Affordable Housing under the Illinois Affordable Housing Act.
- The property qualifies for Income Eligible Multifamily Energy Efficiency.

Validation for five-unit and larger buildings is accomplished through submitting either:

- Certification and Consent (Basic Information Form) for all residential units in the building counting towards eligibility.
- If demonstrating eligibility through whole building certification, submit either rent rolls (including the number of bedrooms in each unit) or documentation of current enrollment in one of several programs as outlined in the Certification and Consent (Basic Information Form), available at IllinoisSFA.com/for-vendors/

2. VALIDATION OF PARTICIPANT ELIGIBILITY FOR NON-PROFIT/PUBLIC FACILITIES PROJECTS

Non-Profit and Public Facility participants qualify for ILSFA by: 1) serving the loads of non-profit or public sector customers, 2) the project being located in either an environmental justice or qualified low-income community, and 3) either being a qualified Critical Service Provider or demonstrating community engagement.

All Non-Profit/Public Facilities projects. For all projects, Approved Vendors must submit:

- Non-Profit/Public Facilities Certification and Consent (Basic Information Form), available at IllinoisSFA.com/for-vendors/. This should be submitted through the Approved Vendor Portal.

Certain Non-Profit projects. If the Non-Profit Organization is not the owner of the property, the Approved Vendor must submit:

- Qualified Tenant Agreement signed by the property owner, available at IllinoisSFA.com/for-vendors/.

Locational Requirement. A Non-Profit/Public Facilities project's property may qualify for ILSFA either by being located in an environmental justice or a low-income community. **It**

must reside in one or both types of communities to qualify. To confirm the project meets the locational requirement, Approved Vendors must either:

- Use the Illinois Solar For All Environmental Justice Community Mapping Tool, available at IllinoisSFA.com/programs/nonprofit-organizations-and-public-agencies/ to verify that the property resides in an environmental justice community.
- Use the Illinois Solar For All Low-Income Community Mapping Tool, available at IllinoisSFA.com/programs/nonprofit-organizations-and-public-agencies/ to verify that the property resides in a low-income community.

Low-income census tracts are based off Housing and Urban Development (HUD) data. Environmental justice maps are based off the U.S. EPA tool, EJ Screen. Communities may apply to self-designate as environmental justice communities. The details of that process can be found at IllinoisSFA.com/environmental-justice-communities/. Note that the review of self-designations can take time, so applications should be submitted well in advance of project submission windows.

Organizational Eligibility. Project participants may be eligible through one of two pathways: 1) the community engagement pathway, or 2) the critical service provider pathway.

Community Engagement Pathway:

- Provide narrative summary of efforts taken prior to the application to conduct community outreach and education about the proposed entity being served by this installation.
- List community-based organizations the applicant has partnered with (including letters from those organizations to verify the partnerships) in support of the proposed entity being served by this installation.

Critical Service Provider Pathway:

See section 4.2 of the Approved Vendor Manual for the full current list of qualified critical service providers (CSPs). CSPs must offer essential services to low-income or environmental justice communities. They include organizations such as childcare centers, disability service providers, homeless shelters, and hospitals. Organizations that are not on the current list can be presented for consideration to the Program Administrator. Reach out as soon as possible to your Approved Vendor manager with such requests. They will be reviewed carefully and may not be accepted.

3. VALIDATION OF PARTICIPANT INCOME VERIFICATION FOR LOW-INCOME COMMUNITY SOLAR PROJECTS

For Low-Income Community Solar projects, the following is required for validation of participant income verification:

- A Certification and Consent (Basic Information Form) should be submitted for each subscriber, available at IllinoisSFA.com/for-vendors/

To confirm subscriber information from the Certification and Consent, one of the following methods, as described in the Approved Vendor Manual, should be used, and corresponding documentation should be provided in this order (as applicable):

- Method D: U.S. Department of Housing and Urban Development (HUD) Qualified Census Tracts
- Method A: Third-Party Qualifying Program Verification
- Method B: Tax Transcript Verification
- Method C: Tax Returns or Pay Stubs