



Illinois Solar for All

Approved Vendor Manual 4.0

May 4, 2021

Review of Updates to the Approved Vendor Manual

Agenda

- Introduction and Program Overview
- Approved Vendor Manual Section Review
- Questions



Introduction and Program Overview

ILSFA Program Team Introductions

- Program Management
 - Laura Oakleaf
 - Joanna Racho
- Grassroots Education
 - Eli Corrado
- Job Training
 - Lauren Friedman, GRID Alternatives
- Income Verification
 - Kelly Shelton, Shelton Solutions
- Vendor Management and Project Review
 - Jan Gudell
 - Tim Crowder
 - Brandon House
 - Lucas Kappel
 - Tim Heppner



Approved Vendor Manual 4.0 Overview

Program Year 4: June 1, 2021 – May 31, 2022

Vendor Manual Updates include:

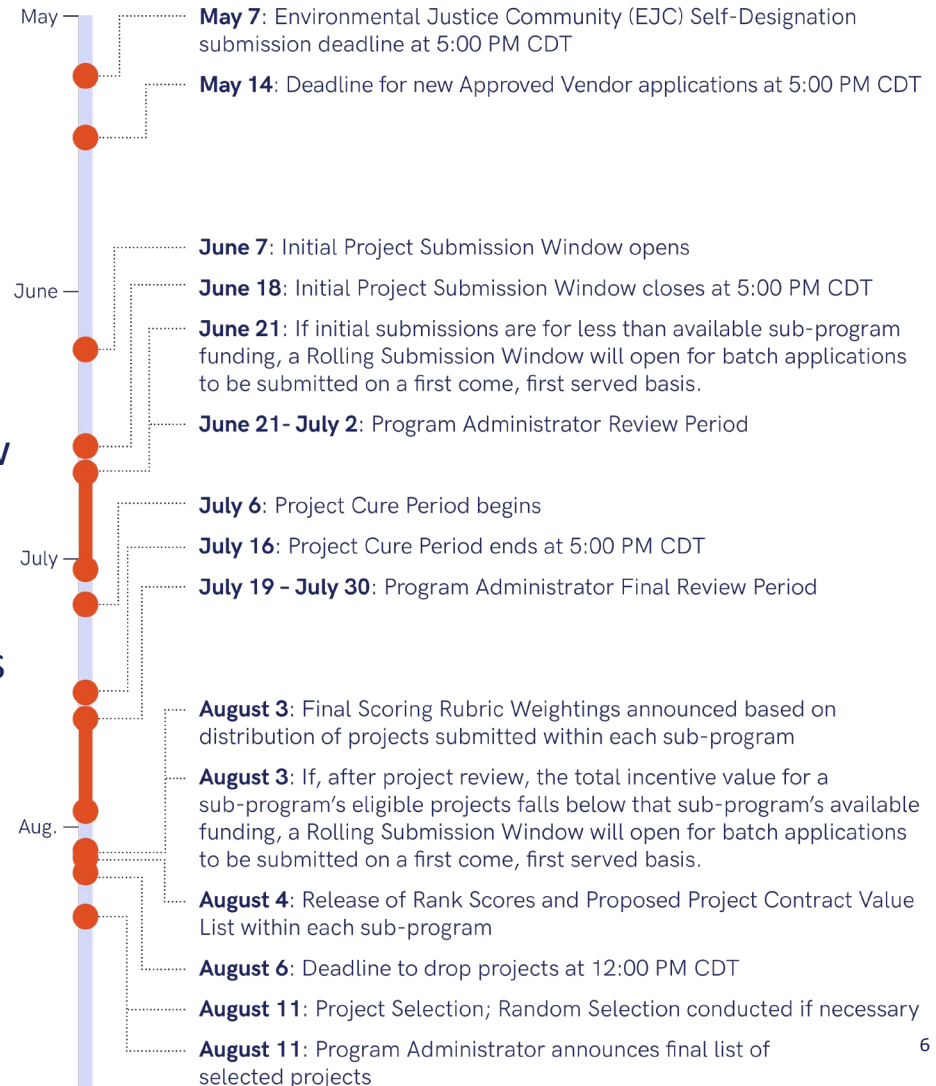
- Changes based on Stakeholder Processes throughout the year:
 - Project Selection Protocol
 - Panel Production Guidance
 - Referral Process
- Changes to align with Adjustable Block Program
- Changes to improve processes



2021-2022 Program Year (PY4): 2 Submission Windows

Low-Income Distributed Generation and Non-Profit/Public Facilities sub-programs:

- June 7- June 18 @ 5pm
Initial project submission window is open
- June 21
Rolling submission window opens
- August 11
Project selection



2021-2022 Program Year (PY4): 2 Submission Windows

Low-Income Community Solar sub-program:

- August 23 – September 3 @ 5pm
Initial project submission window is open
- September 9
Rolling submission window opens
- October 27
Project selection



Program Change: LIDG Participant Referrals

LIDG Participant Referrals

- Current offers listed for 1-4 unit LIDG
- Linked on the website under "For homeowners and building owners" tab

<https://www.illinoisfa.com/announcements/2020/10/distributed-generation-offers-document/>

- Used by Grassroots Educators and Program Admin team for referrals

Name of Approved Vendor	Advanced Energy Solutions	GRNE Solar	Sunrun	Xolar
Region(s) ¹	Southern IL	Cook County, Northeast IL, Northwest IL, East Central IL	Cook County, Northeast IL, Northwest IL	Cook County, Northwest IL, West Central IL
Site Type(s)	Flat roofs, pitched roofs, and ground-mounted	Flat roofs, pitched roofs, and ground-mounted	Pitched roofs	Flat roofs and pitched roofs
Offer Type ²	Lease	Power Purchase Agreement (PPA)	Lease	Lease
Date Offer Expires	12/31/2021	12/31/2021	TBD	TBD
Contract Length	15 years	25 years	20 years	15 years
Base Offer Rate ³	\$0	\$0.025 to \$0.059 per kWh	\$0	Single family, pitched roofs: \$0 2-4 unit multi-family and/or flat roofs: \$15/month
Does offer include any other fees?	No	No	No	No
Is a credit check required?	No	Yes; Minimum score: 660	No	No
Offer Summary	<ul style="list-style-type: none"> • No payment of any kind • Ownership of the system to be transferred for \$1 at the end of lease 	<ul style="list-style-type: none"> • Monthly payments • Annual payment increases of 0.9% • First payment is due 1 month after energization 	<ul style="list-style-type: none"> • No payment of any kind • Monitoring, maintenance, warranty (product and roof penetration), and insurance provided throughout the full contract • Lease transfers if the home is sold 	<ul style="list-style-type: none"> • Ownership of the system can be transferred at the end of the term for \$1 • Customers must have internet access
Contact Information	AESolar.com 618-713-2237 Shariff@AESolar.com	GRNESolar.com 312-859-3417 srecteam@GRNESolar.com	Sunrun.com/il-solar-all 312-919-4427 Ashley.Yehuda@Sunrun.com	GoXolar.com 630-908-2525 contact@GoXolar.com

LIDG Participant Referrals: Receiving interested participant information

- To participate, Approved Vendors will submit a 1-4 unit building LIDG offer and agree to adhere to additional consumer protections.
- Interested participants will indicate interest to the Program Administrator.
- Interested households will go through an informal, verbal pre-screening for income eligibility before participating in the referral process.



LIDG Participant Referrals

- Participants in the referral process will be asked to share basic information about their home (e.g., condition of the property's roof and type of electrical panel) to assess their site suitability.
- Interested households can then agree to have their information shared with Approved Vendors.
- The Program Administrator will compile all referral requests that complete the prescreening process and provide them to participating Approved Vendors on a weekly basis.



LIDG Participant Referrals

- Approved Vendors agree to contact potential participants within 5 business days of receiving a referral.
- No information about the interested household may be shared with any third party (with the exception of subcontractors or ILSFA implementation partners for the sole purpose of responding to the referral).
- If the household does not respond to the Approved Vendor's outreach or declines services from the Approved Vendor, the Approved Vendor will not continue to use the customer's information.
- Calls and emails should be limited to four touches (in total) and be suspended immediately if the household asks not to be contacted again or declines services from the Approved Vendor.



LIDG Participant Referrals

- Participation in this referral process is discretionary for the potential participant and for Approved Vendors.
- Aggregated, anonymous information about the number, type (e.g., single family, pitched roof, etc.), and geography of referrals will be shared with all Approved Vendors on a regular basis to inform decisions by Approved Vendors about new markets.



LIDG Participant Referrals

- Approved Vendors may at any point submit a standardized 1-4 LIDG offer and agree to adhere to the applicable consumer protections to participate in the referral process.
- To submit a standardized 1-4 LIDG offer, email info@illinoisSFA.com.
- To discontinue or change participation in the referral process (e.g., due to vendor capacity or seasonal considerations), notify the Program Administrator immediately.



Process Change: System Design Document

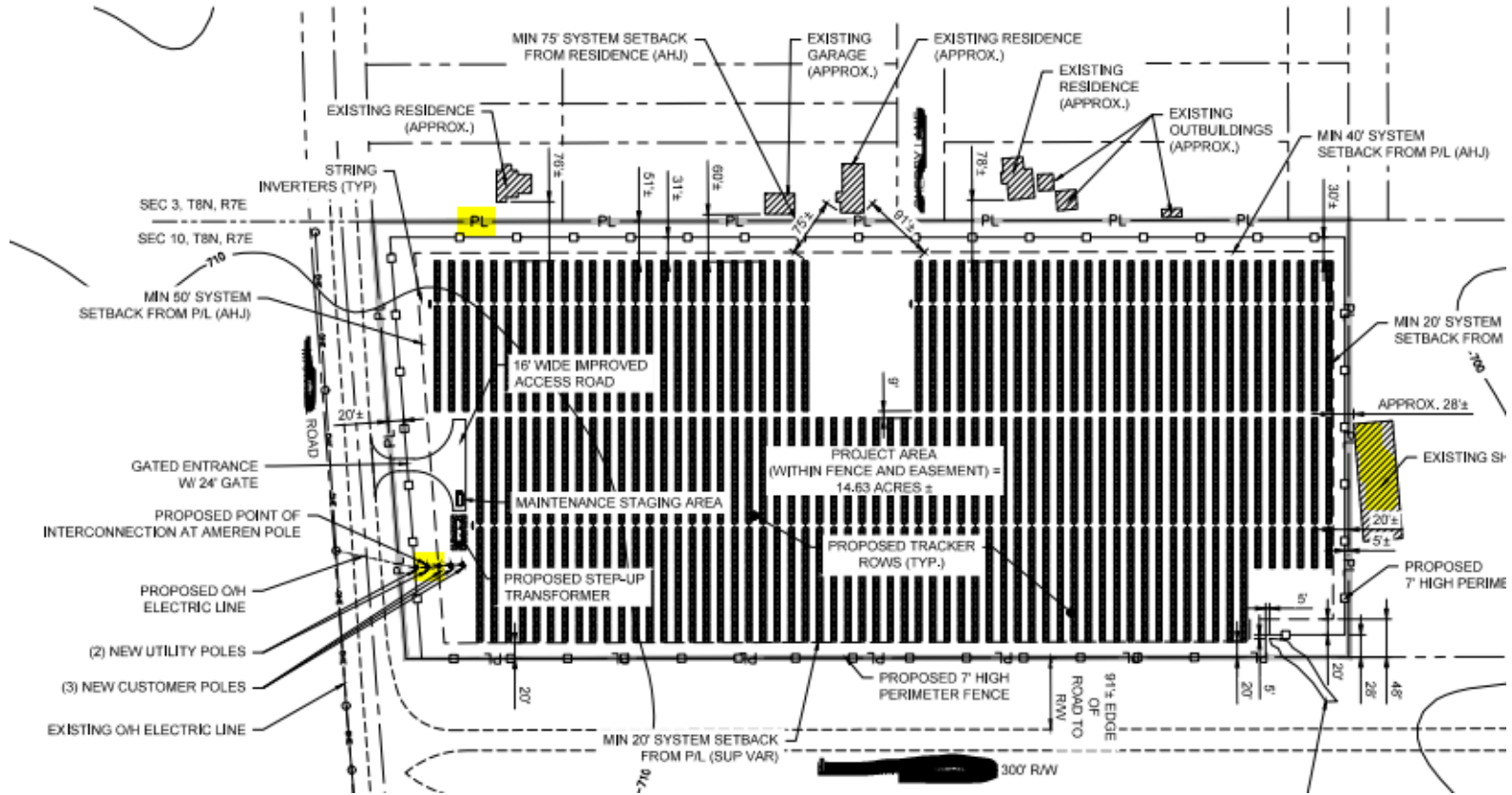


System Design Document

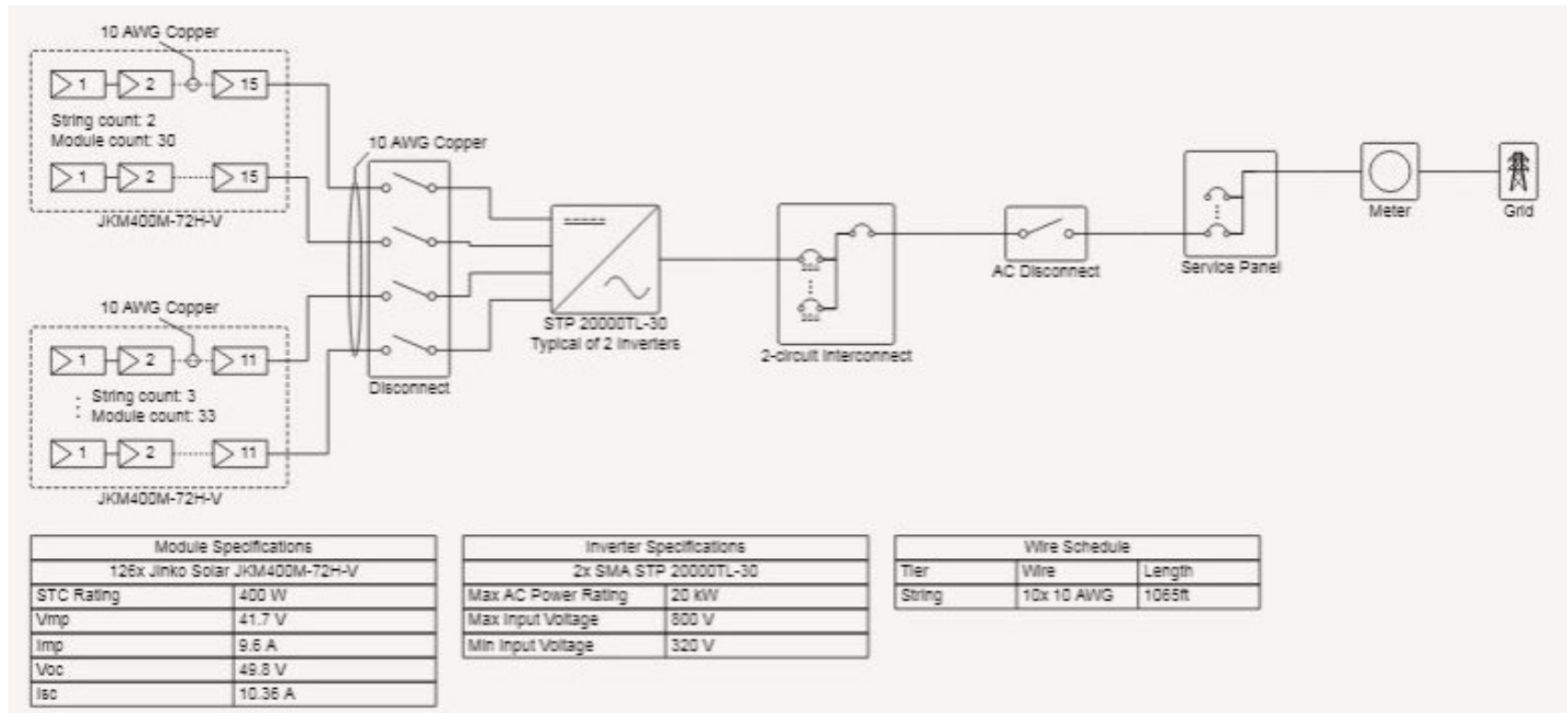
- Consolidates site plan, one-line diagram, shading analysis, and mounting system info
- Site plan shows property lines, array and equipment locations, point of interconnection
- One-line diagram (aka single line drawing)
- Shading analysis (Aurora, Helioscope, PVSyst, etc.)
- Mounting system cut sheet showing UL listing



Site Plan



One-line Diagram



Shading Analysis

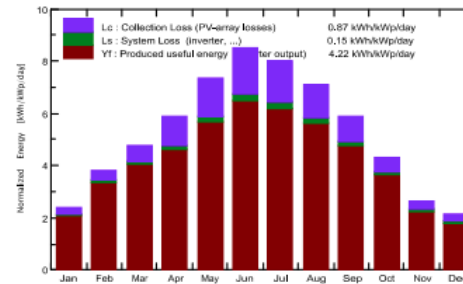


ent	Azimuth	Modules	Nameplate	Shaded Irradiance	AC Energy
	210.0°	60	23.7 kWp	1,440.0kWh/m ²	28.4 MWh ¹
	210.0°	45	17.8 kWp	1,401.2kWh/m ²	20.8 MWh ¹
	210.0°	192	75.8 kWp	1,383.8kWh/m ²	87.9 MWh ¹
		297	117.3 kWp	1,397.8kWh/m ²	137.1 MWh

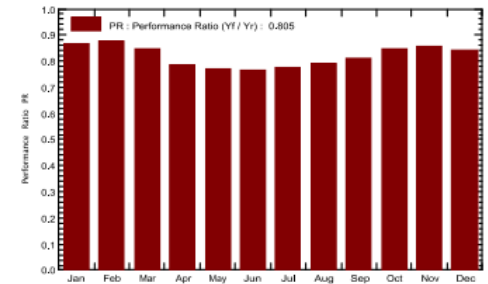
PV modules	Model	CS3U-380MS 1500V	Pnom	380 Wp
PV Array	Nb. of modules	7857	Pnom total	2986 kWp
Inverter	Model	SG125HV	Pnom	125 kW ac
Inverter pack	Nb. of units	16.0	Pnom total	2000 kW ac
User's needs	Unlimited load (grid)			

Main simulation results			
System Production	Produced Energy	4598 MWh/year	Specific prod. 1540 kWh/kWp/year
	Performance Ratio PR	80.52 %	

Normalized productions (per installed kWp): Nominal power 2986 kWp



Performance Ratio PR



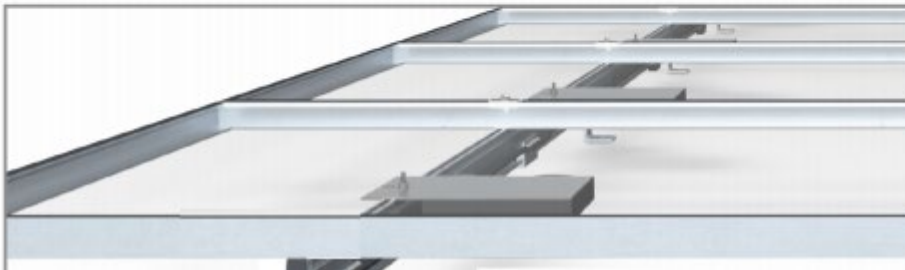
Mounting System – UL listing

Mounting System - documentation showing system tested e.g., UL 2703

This racking system may be used to ground and/or mount a PV module complying with UL1703 only when the specific module has grounding and/or mounting in compliance with the included instructions.

UL2703 CERTIFICATION MARKING LABEL

Unirac SOLARMOUNT is listed to UL 2703. Certification marking is embossed on all mid clamps as shown. Labels with additional information will be provided. After the racking system is fully assembled, a single label should be applied to the SOLARMOUNT rail at the edge of the array. Note: The sticker label should be placed such that it is visible, but not outward facing.



Batch requirement, Specific Yield

- A batch with <75% of initial capacity may still move forward - (Section 8)
 - The PA can move projects forward for AV's w/o ICC-approved projects where the batch size does not meet the 50kW minimum requirement.
 - Batch: 30kW, 10kW, 6kW, 4kW =50kW under old rules if 30 kW project was withdrawn, other projects could not move forward.
- Proposed changes to Section 10 establishing Specific Yield criteria **were not** enacted.



Used Equipment

- Used equipment is permitted if:
 - Approved Vendors provides a warranty equal to that which would be available for the same equipment if it were new
 - Approved Vendors provides signed acknowledgment that participant has been informed of and agrees to use of used equipment

Sections 1-3: Introduction, Sub-Programs Overview, Approved Vendor Requirements, and Registration



Approved Vendor Requirements and Registration

- Section 3. Approved Vendor Requirements and Registration
ABP annual recertification required
 - The ABP requires annual recertification of Approved Vendors, and those that fail to recertify their ABP registrations will not be allowed to submit projects in ILSFA.
 - Approved Vendor registration must be truthful – if incorrect or misleading information is provided the Program Administrator may:
 - Grant conditional Approved Vendor registration approval
or
 - Outright reject the Approved Vendor registration

Multiple Approved Vendors Same Project

- Multiple Approved Vendors/co-location- applies to two vendors submitting a Part I application for a project at the same location prior to the submission of the batch to the ICC
 - The Program Administrator will first investigate whether there is an intent that the multiple project applications be for separate, co-located projects
 - We may contact the participant
 - If co-location is intended and feasible, it will be allowed



Change of Approved Vendor

- A project that has been waitlisted or otherwise not yet selected for a REC Contract may change its Approved Vendor.
- Documentation needed
 - Binding document showing the Transferee has rights to the RECs produced by the project
 - Document showing the project host consent to the change of Approved Vendor



Sale of an Approved Vendor and Sale of a Project

- Sale of an Approved Vendor
 - A change in ownership with no change to the Approved Vendor/project pairings does not require consent from the project host, but requires the Approved Vendor to notify the Program Administrator
 - A new Approved Vendor application will be needed with details of ownership
 - The Buyer of any REC contracts must be informed and provided with updated banking and contact information
- Sale of a Project
 - Is allowable if the project remains unselected for a REC contract

Section 4: Project and Participant Eligibility



Distributed Generation Sub-program

- Distributed Generation – for projects where tenants are renters, not homeowners, a signed lease or similar/long-term residency agreement is necessary.
- Projects where temporary housing is provided, such as rehabilitation center or shelters should apply in the Non-Profit Facilities sub-program if applicable.



Community Solar – Customer Privacy Requirements

- Applies to Approved Vendors, Designees, subcontractors, and agents
- Types of confidential/sensitive information:
 - Utility account number
 - Utility account customer of record name
 - Meter number
 - Other confidential information
- Shall not release such information to any other person or entity without the written consent of the subscriber or potential subscriber, but can be shared between the Approved Vendor and its Designees



Section 5: Participant Savings Requirements



Net Metering Rate

- When establishing the Net Metering Rate using customer bills, the average of 12 consecutive months of customer bills within the last two years should be used.
 - Previous requirement was to provide the 12 most recent months



Section 6: Project and Participant Verification



Income Verification

- New this year: Prospective participants may have their income eligibility verified by the Program Administrator.
- Individual household member income must be on Certification and Consent form in addition to providing supporting income documentation
- Income Affidavit is required for each adult in the household with no income or with only cash/not documented income
- Approved Vendors must redact PII before submitting income verification info to Program Administrator
- 4506-T/C should NOT be uploaded in the vendor portal



Capture Household Members and Annual Income on Certification and Consent Form



DOCUMENTATION OF HOUSEHOLD MEMBERS: As household size and annual income are used to determine eligibility, please list the name, date of birth, and annual income for each household member. For date of birth, only use MM/YYYY. Do not list day. If a household member has no income, please enter "0" for their annual income.

NAME	DATE OF BIRTH MM/YYYY	ANNUAL INCOME (18+ YEARS)
TOTAL ANNUAL INCOME:		

I CERTIFY that my household has ____ individuals in it.

I CERTIFY that my household makes no more than 80% of area median income or less based on my County of residence and household size. (An income chart can be found at: <https://www.illinoisfa.com/app/uploads/2019/02/0219-ILSFA-income-chart-v4.pdf>)

I CERTIFY that I

- Own my unit
- Rent my unit

Income Affidavit for Zero Income or No Documentation

Income Affidavit

This affidavit is to accompany the Certification and Consent (Basic Information) Form when income documentation is required but not available. This affidavit is used when an adult household member has cash income, no income, or income that is not otherwise documented on paystubs, statements, letter, etc.

Note: Each adult household member must document their income in a separate affidavit.

I, _____, attest to the fact that I have received (select one):

- Zero income for the past two calendar months, OR
- \$_____ income for the past two calendar months.

This income was received from: (please enter "N/A" if reporting zero income)

I affirm that the statements made on this affidavit are true, complete and correct to the best of my knowledge and belief and are made in good faith. I also understand that the information I am providing is subject to verification.

Signature: _____ Date: _____

Head of Household Name: _____ Date: _____

Address: _____

City: _____ State: Illinois Zip Code: _____

Approved Vendor: _____

Staff Name (printed): _____

Staff Signature: _____

Date: _____

Redact PII

- Approved Vendors are responsible for redacting PII on forms if Prospective Participant has not
- Forms will be removed from the system if PII has not been redacted
- Forms will need to be re-submitted with PII redacted



Redact PII

- Social Security Numbers [REDACTED]
- Account Numbers [REDACTED]
- ID Numbers [REDACTED]
- Need to see name (and address, if applicable)



Tax Transcript Request Form (4506T and 4506C)

- Do Not Load Form or Transcript to the Portal

Form 4506-T Request for Transcript of Tax Return
OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Do not sign this form unless all applicable lines have been completed.
Request may be rejected if the form is incomplete or illegible.
For more information about Form 4506-T, visit www.irs.gov/form4506.

Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product kit notes. You can quickly request transcripts by using our automated self-help service tool. Please call us at IRS.gov and click on "Get a Tax Transcript," under "Tools" or call 1-800-829-8888. If you need a copy of your return, use Form 4506, Request for Copy of Tax Returns. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.
1b If a joint return, enter spouse's name shown on tax return.
2 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions).
3 Previous address shown on the last return filed if different from line 2 (see instructions).
4 Customer ID number (if applicable) (see instructions).

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New under Future Developments** on Page 2 for additional information.

Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.

Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120-A, Form 1120-B, Form 1120-C, and Form 1120-S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.

Form 4506-C Department of the Treasury - Internal Revenue Service
IVES Request for Transcript of Tax Return
(September 2020) OMB Number 1545-1872

Do not sign this form unless all applicable lines have been completed.
Request may be rejected if the form is incomplete or illegible.
For more information about Form 4506-C, visit www.irs.gov and search IVES.

1a Name shown on tax return (if a joint return enter the name shown first).
1b If a joint return, enter spouse's name shown on tax return.
2a Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions).
2b Previous address shown on the last return filed if different from line 2 (see instructions).
3a IVES participant name, address, and SOI mailbox ID.
3b Customer ID number (if applicable) (see instructions).

Caution: This tax transcript is being sent to the third party entered on Line 3a. Ensure that lines 3 through 8 are completed before signing. (see instructions)

Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.

Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120-A, Form 1120-B, Form 1120-C, and Form 1120-S. Return transcripts are available for the current year and returns processed during the prior 3 processing years.

Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is linked to items such as tax liability and

Internal Revenue Service
United States Department of the Treasury

Tax Return Transcript

Request Date: 03-26-2024
Request Date: 03-26-2024
Transcript Number: 123456789012

The following items reflect the account as shown on the return (RT), and the amount as adjusted (AT), if applicable. They do not show subsequent entries to the account.

ACCOUNT	RT	AT
INCOME TAXES	100.00	100.00
DEDUCTIONS	(50.00)	(50.00)
TOTAL	50.00	50.00

Taxable Income: 100.00
Total Tax: 10.00
Refund: 40.00

Section 8: Project Submission Processes



Disclosures

- Disclosures – Approved Vendors cannot edit after customer e-signs, or downloads the document for wet signature.
- Approved Vendors may use their own LICS disclosure generation platform with prior approval from the Program Administrator.
 - Calculations and output must match portal generated disclosure.
 - Bulk uploads of both signed disclosures generated through an Approved Vendor's system, along with signature audit documents and portal-generated disclosures must be uploaded through the AV portal.

Customer Data

Customer Data

- For Income verification Method A or C make sure to:
 - Use file structure Project#_Type of Document_Last Name, e.g., P4314PY4_SNAP
 - Redact all PII (no DI #s, SSNs, financial acct #, ID #s, etc.).
- For Income verification Method B do not upload Participant's 4506-T



Part II Document Upload

- Part II Document Upload:
 - Ameren Customers: Permission to Operate Packet (PTO)
 - ComEd Customers: signed Certificate of Completion including project information
 - Other utilities and coops: signed Certificate of Completion (CoC) and supporting documentation as needed to tie to DG facility
 - Installer information must include ICC verified “Qualified Person”



Section 10: System Requirements



Section 10.4 System Location

- System design should minimize module placement in low yield locations (avoid shading)
- Additional disclosure requirements under consideration for low-yield shaded projects



Section 10.8 Co-location of LICs projects

- 2.a. Two projects, of up to 2 MW in size, on one parcel or contiguous parcels
- 5.d. Parcels separated by public road, railway, or other right of way are not considered contiguous
- REC Allocation of Co-located projects – REC price adjustments are made for the second project to account for co-location.
- Sale or transfer of a co-located project **does not** void the co-location pricing rules.



Section 10.12 REC Quantity Calculation

- Standard capacity factor is no longer an option
- Approved Vendors can select either a capacity factor calculated in the portal using PVWatts or propose an alternative capacity factor.
- Project applications submitted prior to Program Year 4 that utilized a standard capacity factor are not impacted.
- Capacity factors that in a REC quantity calculation that differs by more than +/-20% from the PV Watts REC quantity calculation requires confirmation that the CF is intentional.



Section 10.14 Systems with Battery Backup

Ensure non solar generated power is not later metered as solar-generated power.

- Inverters' software is configured to prevent the battery from charging via line power for the duration of the project's participation in ILSFA.
- A detailed schematic shows that either only solar-generated power can be used to charge the battery, that the battery's output does not run through the meter used to measure solar output, or that a password-protected software setting is enabled for the duration of the project's participation in ILSFA that prevents the battery from charging via line power.



Section 14.3. Photo Documentation

- Tip: capture micro-inverter photos (label w/model & make) during installation
- Additional details in AVM on photo specifics:
 - DC Disconnect, DC Combiner Box, AC Combiner Panel all to show wiring in the enclosure
 - Revenue grade meter – show location and cumulative kWh reading
 - Array – 1 pic shows module frame is grounded and bonded, 1 pic shows safety labels, 1 pic shows wire management



Section 14.3. Photo Documentation

- Interconnection: Load Side, 1 Photo of wiring connection in breaker panel, Supply Side, 1 Photo of wire tap or switchboard connection
- Main Distribution Panel: 1 Photo that captures full overview
- Angled Roof: mounting system anchoring that shows flashing technique
- Flat roof: if installed, show flashing technique
- Mounting system anchoring – show system **before** modules installed
- Shading – unshaded array: 1 photo shows clear array design matches as-built conditions
- Shaded/obstructed array: 1 photo shows obstructed arrays matches as-built conditions



Section 15. Job Training



Job Training Requirements: Helpful Reminders and Tips

- Projects installed under all programs count towards the Approved Vendor's portfolio requirement.
- 33% of DG projects must also have at least one trainee work on each project – regardless of the Approved Vendor's portfolio standing.
- Approved Vendor's must attempt to recruit from a FEJA-funded job training program *before* recruiting from an Other Qualified Program (OQP) (full list of programs here: <https://www.illinoissfa.com/job-training/>)
- Hours for all trainees and non-trainees working on each project must be documented and submitted in the Project Summary Affidavit.
- A signed trainee affidavit is required for each qualified job trainee



Section 16. Complaint Management



Complaint Management

- Section 16.1 Complaint Management Requirement
- The top complaint we receive are unresponsive Approved Vendors.
- Approved Vendors will respond to all inquiries affiliated with the ILSFA program from customers, prospective customers, and grassroots education organizations within 5 business days.



Complaint Management

- The next complaint we receive the most is confusing and/or incorrect information from Approved Vendors' marketing or program materials or from direct communication such as via email.
- Approved Vendors will adhere to the information shared with the Program Administrator and grassroots education organizations regarding subscriber information for community solar and standardize offers for DG projects.
- The Program Administrator should be notified immediately of any changes or updates to the information.



Contact Information

ILSFA Program Manager:

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773-906-5134

Job Training Requirements:

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510-210-8386

ILSFA Marketing:

Hannah Magnuson

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773-269-2223

ILSFA Vendor Management Team:

vendors@IllinoisSFA.com

- Jan Gudell
- Timothy Crowder
- Brandon House

