



**Illinois Solar For All**

# Approved Vendor Registration Training

Friday, February 15, 2019

# Agenda

- Approved Vendor Requirements
- Approved Vendor Types and Roles
- Approved Vendor Manual
- The Registration Process



# What Is Not Covered In This Session

- Program Overview
- Approved Vendor Rubric  
(found in the Approved Vendor Manual)
- Project Approval
- Project Requirements





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# Approved Vendor Requirements



# How Approved Vendors Will Work

- Work closely with the low-income and environmental justice communities served
- Develop innovative business models that maximize benefits to participants
- Ensure participants are informed and protected
- Build systems that are efficient and maximize power generation
- Contribute to the development of a long-term solar market in distressed communities



# Approved Vendor Requirements

## Community Engagement

- Demonstrate community support for siting, business models, and engagement practices

## Job Training

- Have a clear plan for incorporating qualified training graduates into installations
- Meet minimum hours on installations annually
- Share data on all trainees used

## Consumer Protections

- Contract and disclosures requirements
- Abide by consumer protection requirements
- Demonstrate a commitment to inform and educate customers



# Approved Vendor Requirements

## Financial Requirements

- Demonstrated minimum savings for all qualified participants:
  - No up-front costs
  - Ongoing costs and fees not to exceed 50% of energy share value
- Commitment to 15-year value stream to consumers

## Site Suitability Requirements

- Site assessment requirements for rooftop solar installations, including:
  - Roof condition
  - Structure
  - Electrical system
  - Health and safety
  - Site Suitability Report

## Program Resource Requirements

- Requirements to share available resources with property owners:
  - Energy efficiency programs
  - Housing and energy programs
  - Grants and financing resources





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# Approved Vendor Types and Roles





# Approved Vendor Types

- Approved Vendor
- Approved Vendor Aggregator
- Aggregator Designee
- Single Project Approved Vendor



# Role of the Approved Vendor

- Contractual counterparty for REC deliveries to utility or IPA
- Accountable for all program requirements
- Responsible for submitting project documentation
- Maintains collateral requirements
- Ongoing reporting and information
- Maintain active status as an Adjustable Block Program Approved Vendor



# Role of the Approved Vendor Aggregators

- Counterparty to REC delivery contracts
- Accountable for meeting all program requirements
- Accountable for all Designee work and performance
- Must fully vet and approve Designees
- Meets project level and cumulative program requirements across Designees
- Maintains active status as an Adjustable Block Program Approved Vendor
- Submits project batches on behalf of/across all Designees
- Assumes that Designees will interact with customers and perform installations



# Role of the Aggregator Designees

- Must qualify and register to be an ILSFA Approved Vendor
- Designated and approved by one or more Aggregators
- Initiates projects approved by the Aggregator and Program Administrator
- Supports Aggregator in meeting all program requirements at the project level and cumulatively
- Does not contract for or deliver RECs
- Is not required to register with the Adjustable Block Program
- Meets requirements of the program, including consumer protections, technical requirements, and job training requirements



# Role of the Single Project Approved Vendors

- Contractual counterparty to utility or IPA
- Registered owner of the system 50 kW +
- Accountable for all program requirements, including 10% of project hours performed by qualified trainees
- Responsible for submitting project documentation
- Maintains collateral requirements for REC obligations
- Accountable for all subcontractors and installers
- Not required to meet DG marketing requirements, but must meet community solar marketing requirements
- Only work in one program and on one project – ILSFA or ABP, not both





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# Approved Vendor Manual



# ILSFA Approved Vendor Manual v 1.0

## REGISTRATION

- Released to coincide with Approved Vendor registration launch
- Preliminary manual release contains three sections of the complete manual and other associated documents:
  - Introduction and Purpose of Document
  - Illinois Solar for All Program Overview
  - Approved Vendor Requirements and Registration
  - Site Suitability Guidelines
  - Consumer Protection Guidelines





# The Manual and Approved Vendor Registration

- The manual is critical to a successful Approved Vendor Registration process
- Do not begin the process without having downloaded and fully read the manual
- Download the manual at [www.IllinoisSFA.com](http://www.IllinoisSFA.com)
- Approved Vendor Manual walkthrough





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# The Registration Process



# Registration Process Overview

1. Register with the Adjustable Block Program (where applicable)
2. Download and read the manual
3. Prepare your responses
4. Submit responses
5. Sign attestations (e-signature)
6. Program Administrator evaluation
7. Assessment and revisions as needed



# Evaluation and Approval

1. Established rubric for scoring
2. Maximum possible scores for every question
3. Minimum score requirement for some questions
4. Explanations provided for each question
5. Overall submission assessed
6. Support provided were responses are insufficient
7. The Program Administrator will attempt to evaluate applications and determine eligibility within 14 business days after receipt of completed application.



# Approved Vendor Registration Components

The same categories of questions are asked for Approved Vendors, Single Project Approved Vendors, and Designees.

1. Approved Vendor Type selection
2. Adjustable Block Program confirmation
3. Project types and targeted communities
4. Community Engagement Plan
5. Community Solar Plan
6. Job Training Requirements Plan
7. Consumer Protections Plan



# Aggregator Components

1. Approved Vendor Type selection
2. Adjustable Block Program confirmation
3. Project types and targeted communities
4. Designee Vetting & Program Requirements



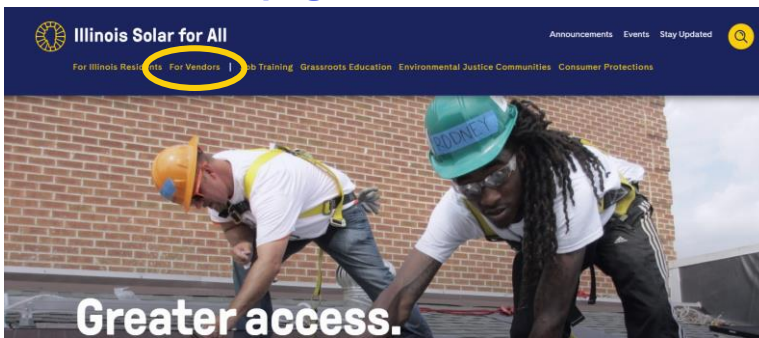
# Approved Vendor Registration Form Features

- Online form available at [www.IllinoisSFA.com](http://www.IllinoisSFA.com)
- Introduction and link to the Approved Vendor Manual
- Save and Submit options
- Document upload options
- Individual questions input
- Attestations
- E-signature
- Registration Form walkthrough

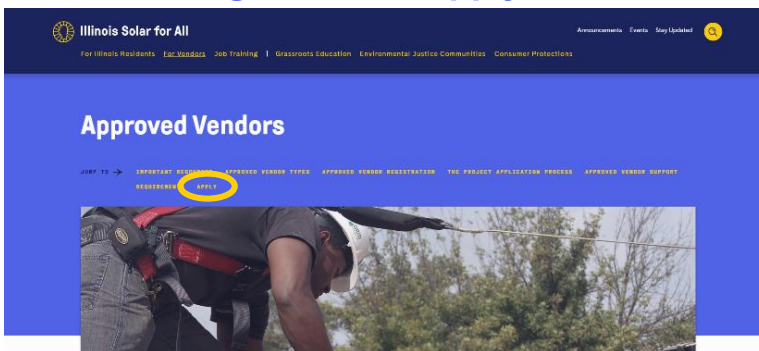


# Registration Form Walkthrough

## 1. ILSFA Homepage: Select “For Vendors”



## 2. Vendor Page: Select “Apply”



## 3. Registration Form Begins







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# Next Steps



# Upcoming Sessions and Milestones

- Eligibility and Verification Feedback Sessions

- Program Launch
- Approved Vendor Portal Training



- Project Selection Process Feedback Session
- Inspections and Quality Assurance Feedback Session
- Project Approval Process Review





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## Contact Us

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