



Illinois Solar for All

ILSFA Approved Vendor Manual 6.0

6/6/2023

Review of Proposed Updates to the Approved Vendor Manual

Agenda

- Vendor Manual Overview
- PY6 Calendar
- Program Changes
- Discussion and Comments
- Process for Commenting
- Questions

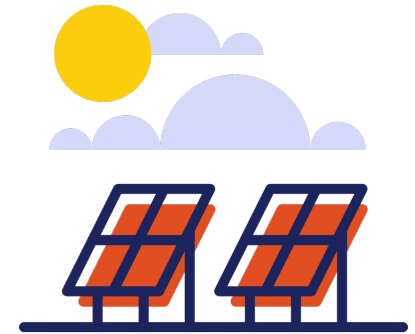


Vendor Manual Overview



Approved Vendor Manual 6.0 Overview

- **Program Year 6:**
 - June 1, 2023 – May 31, 2024
- **Vendor Manual Updates include:**
 - Updates to Environmental Justice Community Map and the Income-Eligibility Community Map
 - New Disclosure Forms
 - O&M guarantees in relation to a loan agreement
 - Job Training Requirements
 - AV interactions with Grassroots Educators



Stakeholder Feedback

The Program Administrator and the Agency will be doing stakeholder engagement and asking for comments on the following:

- Vendor Manual
 - Draft and Redline (In the announcements section on the ILSFA website)
 - Comments Due: **June 13, 2023, at 12:00 p.m. CT**
 - Final Document will be published ahead of the first window opening, and a training session will be scheduled for Approved Vendors.



Program Year 6 Calendar



Program Submission Windows

Project Submission Windows

ILSFA's sixth program year will begin in June 2023 and features three separate initial project submission windows:

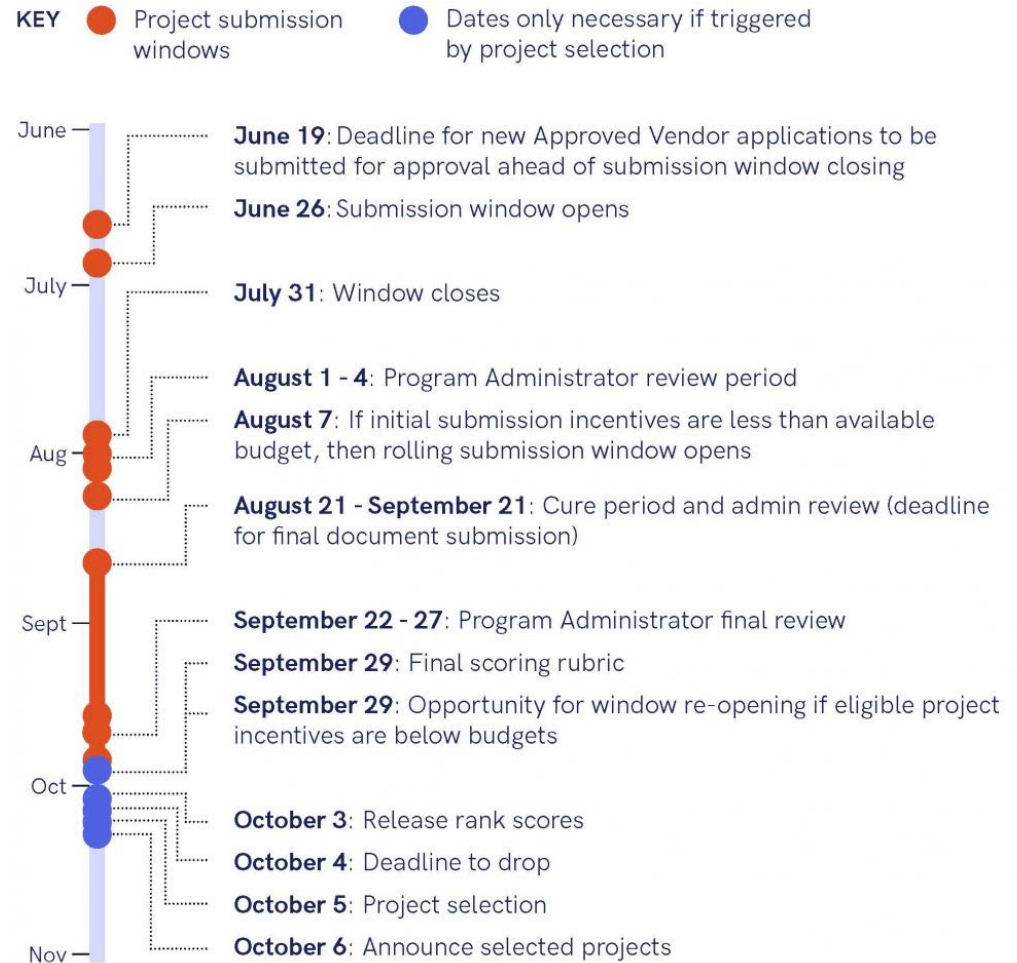
- **June 26 – July 31, 2023:** Illinois Solar for All: Residential Solar (Small and Large) sub-program
- **July 17 – July 31, 2023:** Illinois Solar for All: Non-Profit and Public Facilities sub-program
- **October 23 – November 3, 2023:** Illinois Solar for All: Community Solar sub-program



Program Submission Windows

Residential Solar (Small and Large) Sub-Program

- **June 26:** Initial project submission window opens
- **July 31:** Project submission window closes
- **Sept 29:** Window re-opening if eligible project incentives are below budgets



Program Submission Windows

Non-Profit and Public Facilities Sub-Program

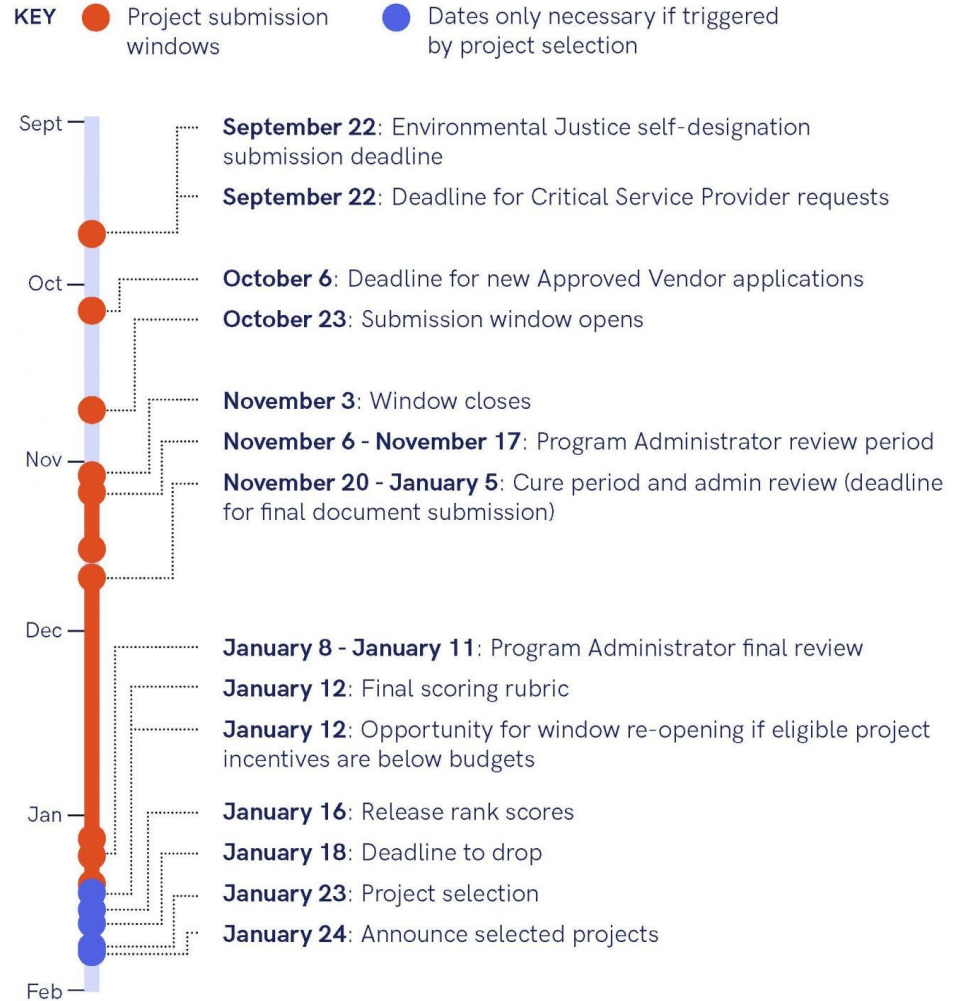
- **July 17:** Initial project submission window opens
- **July 31:** Project submission window closes
- **Sept 29:** Window re-opening if eligible project incentives are below budgets



Program Submission Window

Community Solar Sub-Program

- **October 23:** Project submission window opens
- **November 3:** Project submission window closes
- **January 24:** Program Administrator announces selected projects



Program Changes



Section 1 | Introduction

- Updated ILSFA Partners Firms
- Rebranding ABP as Illinois Shines Program
- The ILSFA Environmental Justice Community Map and the Income-Eligibility Community Map will be updated based on the 2020 census
 - Projects impacted by the updated maps will be allowed to utilize the previous version of the map for the 2023-2024 Program Year
- Information was added to the DOE National Community Solar Partnership and U.S. Department of Health and Human Services Low-Income Clean Energy Connector pilot

 ELEVATE	<ul style="list-style-type: none"> • Program Administration • Coordination of Job Training Requirements
 AECOM <small>Imagine it. Delivered.</small>	<ul style="list-style-type: none"> • Technical Support • Project Reviews and Inspections
 Shelton Solutions Inc. <small>QUERCUS</small>	<ul style="list-style-type: none"> • Income Verification • Environmental Justice Coordination • Job Training Requirements Support
 Primera	<ul style="list-style-type: none"> • Technical Support • Project Reviews and Inspections
 CANDO	<ul style="list-style-type: none"> • Small and Emerging Businesses Support • Contractor Trainings
 ENCOLOR <small>WOMEN OWNED</small>	<ul style="list-style-type: none"> • DEI Integration • KPI Program Development
 PACO COLLECTIVE	<ul style="list-style-type: none"> • Marketing and Communications Support

Section 2 | Sub-Programs Overview

- Updated REC prices
- Clarification on duration of O&M guarantees in relation to a loan agreement for a system purchase
- Added information on the Residential Solar Pilot and Home Repairs and Upgrades Pilot
- ILSFA Community Solar projects approved in the 2023-2024 Program Year and beyond will be required to utilize a single-billing option
- Added sub-sections on the U.S. Department of Energy Low-Income Clean Energy Connector pilot and Community Solar subscriber management
- Added clarifying language about Environmental Justice Communities and Energy Sovereignty budget carveouts
- Added clarifying language around the documentation and transfer of ownership and failure to transfer of ownership for Energy Sovereignty projects



Section 3 | AV Requirements and Registration

- Organizations working on Community Solar subscriber management must be registered as a Designee
- A Single Project Approved Vendor must meet the job training requirements of at least 10% of all hours performed by Qualified Job Trainees for a project
- Approved Vendors barred, suspended, revoked, or otherwise limited in their participation with the Adjustable Block Program will be immediately barred, suspended, revoked, or otherwise limited in their participation in ILSFA



Section 4 | Project and Participant Eligibility



- ILSFA will not include public schools in the Non-Profit and Public Facilities sub-program beginning with the 2023-2024 program year
- Public Schools were removed from the list of Critical Service Providers
- Added clarifying language around the definition of a Project Host for Community Solar



Section 5 | Participant Savings Requirements

Section 6 | Project and Participant Verification

Section 5

- Added: For Residential (Large) projects (multi-family projects of 5+ units) where the participant purchases the system, the building owner's first-year savings may be less than 50% so long as the calculation of that customer's expected ongoing savings demonstrates that this requirement would be met through overall savings applied across the full 15 years of the REC delivery contract

Section 6

- Updated the IRS form for income verification to IRS Form 4506-C

Section 7 | Marketing and Consumer Protections

- Review window changed to two weeks for Program Administrator review followed by a one-week editing/approval period by Approved Vendors, Designees, subcontractors, and agents. Documents should be provided four weeks before the publication date.
- Added a sub-section for guidelines around AVs interactions with Grassroots Education Organizations
- Added that Approved Vendors, Designees, subcontractors, and agents must notify the Program Administrator before any media interviews or disseminating press releases related to the ILSFA program to confirm that program benefits are conveyed clearly and accurately
- Added that the review (of media interviews) process does not apply to any person's whistleblower activity, expressions of opinion or criticism of the program, or other forms of constitutionally protected speech that do not include inaccurate information about the ILSFA program
- Marketing materials are to be sent to marketing@illinoisSFA.com



Section 8 | Project Submission Process

- Added clarifying language that project applications are not considered submitted to the Program until the application is batched and that batch of applications is submitted via the portal
- Added additional language about the project Assignment process
- Updated language for the Program Year 6 version of the Disclosure Forms, new Disclosure Form process
- For community solar systems, an executed interconnection agreement will no longer be required at the Part I application; however, a Certificate of Completion or Permission to Operate from the interconnecting utility will continue to be required at the Part II application
- Added additional information on documenting ownership transfer for Energy Sovereignty projects



Section 9 | Project Selection & Prioritization

Section 10 | System Requirements

Section 9

- Added clarifying language around the Energy Sovereignty and Environmental Justice Community budget carveouts

Section 10

- Added a footnote regarding the switch from PVWatts version 6 to PVWatts version 8
- Added additional language around systems that directly serve DC loads
- Updated the section on Metering to match the Illinois Shines Guidebook Section 4.N



Section 11 | REC Credit Management

Section 11

- Added language stating that the current standard REC contracts will be amended to include specific terms for projects participating in the Home Repairs and Upgrades Pilot



Section 13 | Invoicing & Payments

Section 14 | Inspections

Section 13

- Added language that to facilitate invoicing and payments, the Program Administrator will prepare a netting statement for each Approved Vendor on the 25th of each month

Section 14

- Added inspection requirements for projects utilizing Home Repair funds



Section 15 | Job Training Requirements & Verification

- Added a sub-section and language for Equity Eligible Persons
- Added a sub-section with information on reporting requirements on demographic and geographic data for staff and subcontractors
- Added information and a link for the Energy Workforce Equity Portal



Additional Items for Discussion & Comments



Energy Sovereignty

- Notification of transfer of ownership shall be provided to the Buyer and the Program Administrator by the Approved Vendor, along with documentation of how the transfer meets the terms of the contract, immediately within 30 days of the transfer.
- If the transfer does not happen:
 - The buyer would, within two (2) years after the Energy Sovereignty Proposed Transfer Date, the Designated System shall be removed from the contract in accordance with Section 2.7(c) of the REC Contract.
 - Upon the removal of the Designated System, Buyer shall be entitled to claw back any energy sovereignty incentives payment by Seller in the amount of the sum of:
 - The Collateral Requirement calculated at the time of the Trade Date with respect to such Designated System and
 - 100% of the total payments Seller has received from Buyer associated with RECs from such Designated System.



Critical Service Providers

- Seeking feedback on a proposal from previous public comments recommending the exclusion of police stations, jails, prisons, and immigration centers from consideration as Critical Service Providers that could qualify as participants in the Non-profit and Public Facilities sub-program.



Community Solar Subscriber Management & Waitlist Procedures

- The Program Administrator will work with Approved Vendors to ensure interested participants are not waiting for extended periods of time before they are assigned an ILSFA Community Solar subscription.
- The Program Administrator will also work with Approved Vendors on an appropriate timeline for subscriber acquisition to avoid signing up eligible subscribers too far in advance of a project's ability to begin delivering credits to the participant, which can lead to confusion and frustration.



Community Solar Subscriber Management & Waitlist Procedures

- If a community solar project is full,
 - Approved Vendors may generate a wait list of interested customers.
 - However, Approved Vendors should not collect certain types of information, including payment information or signed contracts, that commits a customer to a project if the designated project is full and the customer is going to be placed on a wait list.
- Approved Vendors must contact the next customer on the wait list when there is space available to complete sign-up documentation to subscribe to a project with available capacity that matches the customer's capacity needs.



Community Solar Subscriber Management & Waitlist Procedures

- Potential customers who sign up for a wait list should receive updates on the waitlist at specified intervals, and at least every two (2) months.
- Potential customers can remove their name from the wait list at any time using an easy process, and not have any financial consequences or other consequences.



Process for Commenting & Questions



Comments & Questions

- The Illinois Power Agency and the ILSFA Program Administrator are seeking feedback on the proposed changes to the Approved Vendor Manual from stakeholders and other interested parties.
- Responses are due:
 - No later than **June 13, 2023, at 12:00 p.m.** CT and should be sent to comments@IllinoisSFA.com
- Responses and questions will be made public and published on the ILSFA website. However, should a commenter seek to designate any portion of its response as confidential, that commenter should provide both public and redacted versions.



Contact Information

ILSFA Program Administrator

Mari Johnson, Director

Mari.Johnson@elevatenp.org

Job Training Requirements

- Joanna Racho

ILSFA Pilot Programs

- Alexandria Cedergren

ILSFA Small & Emerging Business

- Jan Gudell
- Tonya Johnson

ILSFA Vendor Management Team

- Elizabeth Hittman
- Tim Crowder
- Mark Benson
- Armel Martin
- Lucian Micu
- Tim Heppner

vendors@illinoisSFA.com

