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# Approved Vendor Manual

Version 1.0 Released with Registration Launch

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# Introduction

The Illinois Solar for All (“ILSFA” or “Program”) Approved Vendor Manual is intended to provide detailed guidance for Approved Vendors on the intent, requirements, and processes of the Illinois Solar for All Program. This document will provide an overview of the program scope, goals, and specific requirements, as well as detailed descriptions of processes from vendor registration through project approval and facilitation of Renewable Energy Credit (“REC”) contracts.

[FEBRUARY 19, 2019] The Illinois Solar for All Approved Vendor Manual v1.0 of February 19, 2019 is released to coincide with the opening of Approved Vendor registration. This version contains only the first three sections of the manual, including an overview of the program, scope and requirements, and details on the registration and evaluation process for Approved Vendors. The final, complete version of the manual will be released to coincide with program launch in spring of 2019. A draft of subsequent section titles can be found in the Table of Contents above.

This Manual presents resources and information needed to help Approved Vendors and Approved Vendor applicants navigate the requirements and processes of the Illinois Solar For All Program and successfully deliver benefits to program participants. Through this Manual, other resources, and one-on-one support, the Program Administrator will assist Approved Vendors in delivering energy benefits to qualified participants and foster the growth of the emerging solar market within low-income and environmental justice communities across Illinois.

## Illinois Solar For All Program

### Program Website

The latest news, updates, information, and program interface for Approved Vendors is available at the Illinois Solar For All website: [www.illinoisfsfa.com](http://www.illinoisfsfa.com). On this website you will find an online portal for registering as an ILSFA Approved Vendor. Once registered, Approved Vendors will be granted unique login credentials that provide access to resources, an individual project and performance dashboard, and a portal for submitting and tracking projects through to completion.

The website also provides information and resources to the public and other program stakeholders, including resources on participant eligibility, job training, grassroots education funding, environmental justice communities, and more. The Program Administrator will use the website and electronic communications as the primary method of sharing and exchanging information with Approved Vendors.

## Legislation and Administration

Illinois Solar for All is administered pursuant to Section 1-56(b) of the [Illinois Power Agency Act \(20 ILCS 3855\)](#), as updated by [Public Act 99-0906](#) (known as the Future Energy Jobs Act). The Illinois Power Agency (“IPA” or “Agency”) is the state agency responsible for the Program’s implementation. Day-to-day administration of the program is the responsibility of the Agency’s Program Administrator, Elevate Energy, and partner firms GRID Alternatives, AECOM, and Shelton Solutions.



- Program Administration



- Coordination of Job Training Requirements



- Quality Assurance



- Income Verification
- Environmental Justice Coordination

## Program Funding

Program funding comes from two sources: The Renewable Energy Resources Fund (“RERF”) and utility-held funds collected from the Renewable Portfolio Standard riders. RERF funds are held by the State of Illinois and originally came from Alternative Retail Energy Suppliers through Alternative Compliance Payments. The approved [Long-Term Renewable Resources Procurement Plan](#) (“Plan”) allows for \$20 million annually to fund ILSFA from the RERF. The utility-held Renewable Portfolio Standard funds were collected from ratepayers through dedicated bill riders for funding renewable energy resources. The current Plan allows for \$10 million annually or 5% of the available funds, whichever is greater, to fund ILSFA. This dual source of funding creates some complexities in contracting for REC purchases. REC contracts will be solely with one or the other holder of funds, with a priority being placed on RERF funds.

## Long-Term Renewable Resources Procurement Plan

A complete description of the Illinois Solar For All Program can be found in Chapter 8 of the [Plan](#). The Plan lays out requirements for the development and implementation of Illinois Solar for All, including annual funding, Approved Vendor requirements, consumer protections, vendor marketing guidelines, and incentive values. The Plan also provides a framework for the interpreted intent of the legislation by laying out specific definitions of participants, including income requirements and eligibility, project eligibility, job training requirements and sets a goal for the allocation of 25% of all incentives to environmental justice communities, among other important program parameters.

The current Plan was approved by the Illinois Commerce Commission and provides a framework for program delivery through 2019. The Agency expects that as part of its

procurement planning process conducted in calendar year 2019, changes to the Plan may be made for implementation starting in calendar year 2020. This manual may be subject to change based on subsequent changes made to the Plan. In addition to the approval of the Agency's Plan, many other aspects of photovoltaic development and installation in Illinois are under the jurisdiction of the Illinois Commerce Commission. These include the certification of distributed generation installers, interconnection standards, net metering tariffs, and tariffs allowing for a smart inverter rebate for non-residential photovoltaic ("PV") systems.

## Intent of Illinois Solar for All Program

ILSFA is intended to bring the benefits of solar energy and the clean energy economy to low-income and environmental justice communities across Illinois. Eligible low-income households, non-profit organizations, and public agencies that participate in ILSFA see significant electricity savings, no upfront costs, and are provided comprehensive consumer protections important to the unique needs of these communities. While the [Adjustable Block Program](#) ("ABP") provides incentives in a similar way as ILSFA, delivering incentives through the purchase of Renewable Energy Credits (RECs), ILSFA sets the value of incentives significantly higher than the ABP. RECs purchased at a higher value through ILSFA are intended to provide cost recovery for the additional anticipated expenses of implementing ILSFA projects and allows a greater share of incentives to be passed on directly to qualifying participants.

ILSFA incentivizes participation in solar photovoltaic projects by qualified participants, whether as a system owner, lessee, or community solar project subscriber, through the purchase of Renewable Energy Credits. The Illinois Solar for All Program seeks to overcome historic barriers to developing solar for low-income households, such as a lack of taxable income needed to monetize tax-based incentives, a lack of access to capital, access to workforce development or other institutional barriers that limit accessing these opportunities.

## Environmental Justice Communities

The principle of environmental justice requires that no segment of the population, regardless of race, national origin, age, or income, should bear disproportionately high or adverse effects of environmental pollution. It is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Illinois Solar For All provides special consideration to environmental justice communities by setting a goal that at least 25% of program funds be allocated to projects located in or serving environmental justice communities. In

addition, the grassroots education funding initiative within the Plan requires that up to 60% of those funds or up to 3% of program funds be allocated to educating environmental justice communities on the benefits and opportunities of the program.

A methodology for determining which communities in Illinois qualify as environmental justice communities for the purposes of the ILSFA Program was established in the Plan and is being further refined by the Program Administrator and Agency through a stakeholder process. An interactive mapping tool is available that allows users to identify qualifying environmental justice communities (currently based on the initially proposed methodology, to be finalized later) by census blocks across the state. This tool provides a visual guide to these communities in the form of a map and an address lookup tool that allows users to enter any address in the state and determine whether or not that property qualifies as being within an environmental justice community.

[Access the Illinois Solar for All Environmental Justice Community Map Here](#)

## Sub-Programs Overview

At the core of ILSFA are four sub-programs: 1) Low-Income Distributed Generation, 2) Non-Profit and Public Facilities, 3) Low-Income Community Solar, and 4) Low-Income Community Solar Pilots. This manual provides guidance for Approved Vendors to participate in all sub-programs, except for Low-Income Community Solar Pilots, which will be conducted as a separate, competitive procurement managed by the IPA's procurement administrator. [More information on this competitive procurement can be found here.](#)

All ILSFA sub-programs require that participants see no upfront costs and a minimum specified savings, where ongoing costs or fees to the participant do not exceed 50% of the value of energy produced in the first year (see the Financial and Savings Requirements section of this manual for more details). In addition, a number of important consumer protections are required and differ across sub-programs.

REC price schedules for each sub-program appear in the following tables, which are organized by system size and utility groups. Group A is for projects located in the service territories of Ameren Illinois, MidAmerican, Mt. Carmel Public Utility, and rural electric cooperatives and municipal utilities located in MISO, and Group B is for projects located in the service territories of ComEd and rural electric cooperatives and municipal utilities located in PJM. Across all incentive programs, the system sizes are measured in maximum continuous AC as measured at the inverter. Qualified and approved



participating projects receive a set payment in exchange for all RECs generated<sup>1</sup> over their first 15 years of operation, paid upfront upon verification of energization. These payments are made through contracts between Approved Vendors and either the Illinois Power Agency for RERF funded REC purchases, or from Illinois electric utilities for ratepayer funded REC purchases.

## Low-Income Distributed Generation

Annual Budget: \$7.5 million

Distributed generation (“DG”) projects are installed on-site, typically behind a customer’s meter and used primarily to offset a single customer’s load. Within ILSFA, DG projects serve two market segments, 1- to 4-unit residential DG and 5+ unit residential DG, each with a specific REC price schedule. The Low-Income Distributed Generation incentive is intended to provide funding for photovoltaic projects located on residential properties where 50% or more of the households are low-income. See the Participant Eligibility Requirements section of this manual for more detail on eligibility requirements.

### Incentives for 1- to 4-unit buildings Market Segment (\$/REC)

System Size	Group A	Group B
≤10 kW	\$143.09	\$143.09
>10 - 25 kW	\$127.55	\$127.55
>25 - 100 kW	\$103.28	\$103.28
>100 - 200 kW	\$90.40	\$90.40
>200 - 500 kW	\$84.41	\$84.41
>500 - 2000 kW	\$80.69	\$80.69

### Incentives for 5+ unit buildings Market Segment (\$/REC)

System Size	Group A	Group B
≤10 kW	\$117.62	\$118.20
>10 - 25 kW	\$107.08	\$107.65
>25 - 100 kW	\$87.70	\$88.28
>100 - 200 kW	\$74.67	\$75.26
>200 - 500 kW	\$68.59	\$69.19
>500 - 2000 kW	\$65.32	\$65.92

<sup>1</sup> The exceptions to the rule of all RECs generated being delivered and compensated are as follows: any unsubscribed share of a Low-Income Community Solar project would not receive payment for its RECs, and those RECs would not be required to be delivered. Additionally, any subscribed share of a Low-Income Community Solar Project that has a non-low-income subscriber other than the project’s anchor subscriber would not receive payment or have a delivery obligation for the associated RECs.

For the purposes of establishing an incentive level, a system location is a single building, i.e. multiple projects at a single building would be considered a single system. The exception is that multiple projects may be located on the same roof if it can be demonstrated that the projects serve different occupants.

## Non-Profit and Public Facilities

Annual Budget: \$5 million

Non-profit/Public Facility projects are installed on-site, behind a customer’s meter, and used primarily to offset a single customer’s load. The Non-profit/Public Facility incentive is intended to provide funding for photovoltaic projects located on buildings serving non-profit customers or on public facilities.

The IPA has also proposed that projects must be located within low-income or environmental justice communities. [Feedback on this requirement](#) is currently being taking through February 20, 2019. In addition, the propose criteria requires that Non-profit/Public Facility projects must demonstrate one of the following two conditions:

1. Having a sufficient connection to and input from the low-income or environmental justice community members and/or the non-profit or public facility it serves by:
  - a. Providing a narrative summary of efforts taken prior to the application to conduct community outreach and education about the proposed entity being served by this installation, or
  - b. Listing 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.
2. Or the energy customer or property owner is a qualified critical service provider defined as a non-profit or public sector entity that offers essential services to low-income or environmental justice communities.

Note: Because [the definition of participants in the Non-profit/Public Facility](#) sub-program is currently in a public commenting period at the time of release of this version of the manual, the final version of this manual may have changes to this definition.

### Incentives for Non-Profits and Public Facilities (\$/REC)

System Size	Group A	Group B
≤10 kW	\$155.87	\$156.57
>10 - 25 kW	\$142.55	\$143.26
>25 - 100 kW	\$118.57	\$119.28
>100 - 200 kW	\$102.83	\$103.55
>200 - 500 kW	\$95.61	\$96.34
>500 - 2000 kW	\$91.31	\$92.04

## Low-Income Community Solar

Annual Budget: \$12.5 million

Low-Income Community Solar projects are installed anywhere within the utility service territory where subscribers are located. Low-Income Community Solar projects are installed on rooftops or ground-mounted and are interconnected directly to the utility's distribution system. Low-Income Community Solar incentives are intended to provide funding for community projects designed to serve low-income households. See the Participant Eligibility Requirements section of this manual.

Except as noted in this paragraph, subscribers to a Low-Income Community Solar project must be low-income residential households (which for this purpose includes a master-metered affordable housing building), and RECs produced from the corresponding subscription shares will receive the Low-Income Community Solar prices shown below. No subscriber may have greater than a 40% share of the system capacity. A Low-Income Community Solar project may have, at most, one anchor subscriber (also referred to in Public Act 99-0906 and the Plan as an "anchor tenant"), identified at the time of project application, that is not a low-income residential household. An anchor subscriber may be any ratepaying entity, including a non-low-income residential household, a business, a non-profit organization, or a public sector entity.

RECs produced from the anchor subscriber's share of the project will be paid based on currently applicable Adjustable Block Program prices, except in the case of a non-profit or public sector anchor, whose subscription share will receive REC payments at the Low-Income Community Solar price. Outside the anchor subscriber, any subscription share that is not subscribed by a low-income residential household will receive \$0 REC payment. At least 50% of non-anchor subscribers (in kW volume) must be identified at the time of energization in order to receive payment, based on an expectation that all the physical capacity not accounted for by the anchor subscriber will ultimately be subscribed.

Collateral of 5% of total remaining project REC value must be maintained for 10 years. Annual reporting is required to verify subscriber income and low-income share; if the original levels at the time of energization are not maintained in any given delivery year, then the collateral may be called upon to claw back the incentives to reflect the actual low-income subscription level achieved in that delivery year.

## 100% LOW-INCOME OWNED PROJECTS

A further provision of the Plan provides a REC adder for Low-Income Community Solar projects that are 100% low-income subscriber owned, which includes low-income households, non-profits and affordable housing owners. The incentive level will be increased by \$5 per REC for these qualifying projects. In these instances, the Approved Vendor must verify that system ownership rests with low-income household subscribers, and/or non-profit or affordable housing entities. To be eligible for this additional incentive, the Illinois Solar for All Approved Vendor will need to certify the intent for the project to be 100% low-income subscriber owned at the time of application, and if the project is not initially structured this way, will have up to six years after energization to complete the full transfer of ownership to the low-income subscribers. If after 6 years of energization systems that have applied for this adder have not fully transferred ownership to qualifying entities, collateral may be drawn upon to clawback the adder amount received as payments for RECs up to that point.

### Incentives for Low-Income Community Solar Projects (\$/REC)

System Size	Group A	Group B
≤10 kW	\$121.99	\$119.55
>10 - 25 kW	\$111.98	\$109.52
>25 - 100 kW	\$93.32	\$90.82
>100 - 200 kW	\$80.72	\$78.20
>200 - 500 kW	\$74.78	\$72.23
>500 - 2000 kW	\$71.29	\$68.74
Co-located systems exceeding 2 MW in aggregate size	\$64.88	\$62.30

### Incentives for Non-qualified Participant Share of Community Solar Projects (\$/REC)

System Size	Group A	Group B
≤10 kW	\$96.12	\$91.89
>10 - 25 kW	\$87.07	\$82.82
>25 - 100 kW	\$70.95	\$66.65
>100 - 200 kW	\$60.47	\$56.12
>200 - 500 kW	\$55.46	\$51.09
>500 - 2000 kW	\$52.28	\$47.88
Co-located systems exceeding 2 MW in aggregate size	\$47.03	\$42.59

## SMALL SUBSCRIBER ADDER

Like the Adjustable Block Program, small subscriber price adders can be applied based on the percentage of the energy output of the project subscribed to by small subscribers, and not the number of small subscribers. However, the percent of qualifying small subscribers is determined by the share of the project subscribed by low-income households (with subscription sizes under 25 kW) only, and not small non-residential anchor tenants. As described in more detail in Sections 6.15.3 and 6.17 of the Plan, a community solar project will have to demonstrate a level of small subscribers at the time of energization to receive an adder initially. The value of the Small Subscriber Adder will be measured by subscriber share from annual reporting at the end of the first year and revised accordingly in the REC delivery contract for all future deliveries.

### Community Solar Small Subscriber Participation Adjustments (\$/REC)

Adder (\$/REC)	Group A	Group B
Less than 25% Small Subscriber	No Adder	No Adder
Greater than 25% to 50% small subscriber	\$11.17	\$10.88
Greater than 50% to 75% small subscriber	\$22.34	\$21.77
Greater than 75% small subscriber	\$33.51	\$32.65

## Low-Income Community Solar Pilot Projects

The Community Solar Pilot Projects will be conducted as a separate competitive procurement, facilitated by the Illinois Power Agency’s Procurement Administrator. The Community Solar Pilot projects “must result in economic benefits for the members of the community in which the project will be located” and “must include a partnership with at least one community-based organization.” While the pilot projects are like the other sub-programs in the requirements of community economic benefit and partnership, the pilot projects are different in that they will be developed outside the processes and guidelines described in this program guide, and prices paid for RECs will be based on competitive bidding rather than a pre-set price schedule. [More information can be found on the Low-Income Community Solar Pilots here.](#)

# Approved Vendor Requirements and Registration

Participation in the Illinois Solar for All Program will take place through Approved Vendors in the same way as the Adjustable Block Program. The Approved Vendor model will ensure the accuracy and quality of information submitted and reduce the administrative burden on the contractual counterparties. This benefits consumers because they will be able to verify that an entity that proposes to develop an on-site photovoltaic system (or sell them a subscription to a community solar project) is a legitimate entity participating in the program. An Approved Vendor that fails to live up to the requirements of either the Adjustable Block Program or the Illinois Solar for All Program could have a significant negative impact on the entire renewable energy market in Illinois. It is important for the Agency and the Program Administrator to have the ability to monitor the program and ensure high quality performance by Approved Vendors.

## Approved Vendor Types

There are four types of Approved Vendors that can develop projects for Illinois Solar for All: 1) Approved Vendors, 2) Aggregator Approved Vendors, 3) Aggregator Designees, and 4) Single Project Approved Vendors. Approved Vendors and Single Project Approved Vendors have the same roles and responsibilities as they do in the Adjustable Block Program. Illinois Solar for All creates “Aggregator Approved Vendors” and “Aggregator Designees” – two new Approved Vendor types that will work collaboratively to develop projects. All Approved Vendor types, except for the Aggregator Designee, must register and maintain their status as Approved Vendors in the Adjustable Block Program. The categories are described below in further detail.

### APPROVED VENDORS

Approved Vendors will be the entity that is the contractual counterparty with either the Illinois Power Agency or an Illinois electric utility for RECs purchased through the Illinois Solar for All Program, and thus will be the entity that receives payments from the IPA or utility for REC deliveries as contract obligations are met. Approved Vendors are the entities responsible for submitting documentation to the Program Administrator (as the responsible party for the information contained in that documentation), maintaining collateral requirements, and providing ongoing information and reporting. As such, the Approved Vendors will have to coordinate the downstream information from installers/developers, as well as individual system owners who may provide required

information through the installer/developer to satisfy project and program requirements.

### **AGGREGATOR APPROVED VENDORS**

The Program Administrator recognizes that the role Aggregators play in the market is an important one, especially for small or new solar installation companies. These Aggregators can help to provide important services to qualified entities that may otherwise face barriers in the market. Renewable Energy Credit Aggregators will work within the Illinois Solar for All program managing renewable energy credits on behalf of system owners. Aggregators function as a counterparty to contracts with REC purchasers, allowing system owners the opportunity to generate revenue from the sale of their RECs.

Designees or system owners will contract directly with Aggregators, working within the Aggregator's business and fee structure as a separate contractual arrangement from this program. Aggregators must first be registered with the Adjustable Block Program, while the Designee does not. It is anticipated that the Designee will be the entity managing customer interaction and installation, and while it is required that Designees follow program processes and requirements, the Aggregator is ultimately accountable for meeting program requirements for projects developed by the Designee. Similarly to the Approved Vendor, the Aggregator Approved Vendor will have to coordinate the downstream information from Designees/installers/developers, as well as individual system owners who may provide required information through the Designees/installer/developer to satisfy project and program requirements.

### **AGGREGATOR DESIGNEES**

It is anticipated that the Aggregator Designee will act in most respects exactly as an Approved Vendor, except for allowing Aggregators to manage their long-term REC contracts and act as the counterparty to those contracts. However, Aggregators may find a market advantage in providing collective services for their Designees, like leveraging installation services, compliance with job training requirements, or procurement. Project applications can be completed by the Designee or the Approved Vendor Aggregator. While Approved Vendor Aggregators are ultimately responsible for meeting all program requirements, Designees will be required to meet all project level requirements, including quality assurance and inspection requirements. Failure to meet these requirements or poor-quality performance may result in remedial action or warning and suspension status for both the Designee and the Aggregator.

Aggregator Designees are not required to register for the Adjustable Block Program. However, Designees are required to register for Illinois Solar for All in the same way as an Approved Vendor. Designees can register for Illinois Solar for All once designated by

the Aggregator and can work with multiple Aggregators. Aggregators must approve final registration submissions for their Designees before beginning to work on ILSFA projects. Designees can initiate project applications and assign each new project to an Approved Vendor Aggregator at the time of project approval application.

## **SINGLE PROJECT APPROVED VENDOR**

Entities can choose to register as an Illinois Solar for All Single Project Approved Vendor according to the limitations and requirements set forth in the Plan. Single Project Approved Vendors within the Illinois Solar for All program must meet the following requirements:

- The Single Project Approved Vendor will be the registered owner of the system
- Total capacity of the system will be at least 50 kW
- A Single Project Approved Vendor entity can receive incentives only once with either Illinois Solar for All or the Adjustable Block Program, but not both.

The following Illinois Solar for All requirements are not applicable to Single Project Approved Vendor applications:

- Standard contracts between the Approved Vendor and program participant/system host
- Standard disclosures
- The use of Illinois Solar for All standard brochures

Note that for community solar projects, all consumer protection requirements for Illinois Solar for All, as described in the Consumer Protections section of this manual, do apply for projects submitted by Single Project Approved Vendors. Also, all Single Project Approved Vendor projects must meet the job training requirement of 10% of all hours performed being performed by qualified trainees. See the Job Training Requirements section of this manual for more details.

## **Roles in the Approved Vendor Model**

While each type of Approved Vendor is ultimately accountable for meeting all program requirements, individual project requirements and installation quality will be tracked to Designees and installer/contractors, as well. As such, the same standards of consumer protection and quality of service will be required of all entities in the Approved Vendor model and each entity may be subject to remedial recourse or removed from the program accordingly. Specifically, Designees will need to register with ILSFA and installer/contractor information will be submitted as part of the project approval process, with job training, consumer protection and quality assurance performance tracked to these entities on an ongoing basis.



Like the Adjustable Block Program, there is not a specific delegation of duties between the Approved Vendor, installer/developer, and system owner, except as described with the relationship of various Approved Vendor types here. The key consideration is that any Approved Vendor, regardless of type, is ultimately responsible for the fulfillment of contractual obligations, including any obligations delegated to Aggregator Designees or subcontractors, in a manner consistent with the requirements of the [Long-Term Renewable Resources Procurement Plan](#) and of the Approved Vendor's REC delivery contract with the relevant counterparty.

Approved Vendors must renew their approval with the Adjustable Block Program annually to maintain an active status with Illinois Solar for All. Failure to do so will result in suspension or removal from the program. While there is no requirement to renew registration annually for the Illinois Solar for All Program, Approved Vendors must meet all program requirements, including annual performance requirements, to maintain active status with Illinois Solar for All. An annual review by the Illinois Solar for All Program Administrator will assess each Approved Vendor to ensure all program requirements have been met. Annual performance reviews may result in remedial recourse or removal from the program based on details outlined elsewhere in this manual. Losing status as an Illinois Solar for All Approved Vendor would not relieve an Approved Vendor of its contractual obligations to ensure that RECs from its projects that have been energized continue to be delivered to the applicable entity; failure to do so could result in having the vendor's credit collateral drawn upon.

## Approved Vendor Registration Process

Approved Vendor registration will be facilitated through the vendor portal on the ILSFA website: [www.illinoisifa.com](http://www.illinoisifa.com). After the applicant has successfully completed the Adjustable Block Program Approved Vendor registration process (where applicable), it may begin the ILSFA Approved Vendor registration process by creating an account and submitting answers to a series of questions. While the Designee is not required to register with the Adjustable Block Program, it must first be designated, and its final registration submission be approved by, an Aggregator Approved Vendor. The registration process for all Approved Vendor types requires the applicant to provide specific information describing its anticipated work with ILSFA, relevant experience, as well as plans for meeting all program requirements.

It is recognized that because of the broad definition of the Approved Vendor, a number of entities may work together to bring ILSFA projects to market and contribute to the Approved Vendor meeting program requirements. As such, responses to registration questions may represent the experience, expertise or work performed/to be performed by entities other than the Approved Vendor. For example, an Approved Vendor using installer/contractors may use the staffing details and planning of those installation

contractors for responding to questions related to meeting job training requirements. Aggregator Approved Vendors may use the experience, expertise and work plans of Designees for their application.

It is encouraged that all applicants read these requirements and registration questions carefully before beginning the registration process and develop a clear strategy for collecting the required information. Much of the information collected during registration is captured in a narrative form, allowing Applicants to provide nuanced details for each subject area. It is important that applicants use this format to convey a clear understanding of each entity anticipated to be working on ILSFA projects for that Approved Vendor, to clarify the roles and to clearly state how each response corresponds to those entities.

## Registration Requirements and Scoring Rubric

Every question in the registration process is allocated a maximum possible score. Some questions also include a minimum required score. Each question with a minimum score requirement is stated as such in the question information below. Failure to meet this minimum score requirement will disqualify the applicant. Explanations for each question indicate how the various scores will be evaluated and provide guidance for the applicant on how to achieve minimum scores or generally what to expect with the evaluation of each question. The overall minimum score will vary by applicant based on their Approved Vendor type and the types of projects being developed through the program. All applicants are required to achieve a minimum of 64% of points out of all possible points. For example: Approved Vendors not installing community solar projects would need a minimum of 41 out of a possible 64 points to qualify. Approved Vendors installing community solar projects would need a minimum of 54 out of a possible 85 points to qualify.

Applicants with insufficient or unclear information will be asked to provide additional, clarifying responses within a reasonable time. The Program Administrator may ask Applicants with scores below the minimum required scores for additional or clarifying information to satisfy areas that may lead to a qualified submission.

# Registration Questions and Evaluation Rubric for Approved Vendors, Aggregator Designees and Single Project Approved Vendors

The following list of questions is asked of Approved Vendors, Aggregator Designees and Single Project Approved Vendors during the registration process. Aggregator Approved Vendors will answer a different set of questions, beginning on Page 37. Marketing questions for Distributed Generation and Non-Profit/Public Facility projects do not apply to Single Project Approved Vendors per Section 6.9 of the Plan. Some questions are only relevant for specific sub-programs and will not be asked if those project types are not selected. The online registration form will automatically route applicants to the required questions. This form is broken into pages/sections as follows:

1. Introduction and Instructions
2. Business Contact Information
3. Registration Type and Rubric Questions
4. Attestations
5. Confirmation and Submission

Additional information is provided for each question in subsequent sections below. This includes the scoring requirements, which applicants are required to answer the specific question, and guidance on how responses will be evaluated. Applicants can complete the registration process in stages, saving work as needed, before submitting their final application. Applicants can also choose to upload a single response and skip to the final attestations section. Applicants using the full response upload option must take care that all required questions are included in their document. Page 3 of the form, Registration Type and Rubric Questions, displays all required questions, once the Approved Vendor types and anticipated project types have been selected. Each question in the next sections of this manual also provide instructions on which questions are required based on Approved and project types.

## SECTION A: REGISTRATION TYPE

Please indicate which registration type this application represents.

[ASKED OF ALL APPLICANTS]

- a) Approved Vendor
- b) Aggregator
- c) Aggregator Designee

Explanation: The response to this question informs the Program Administrator of the role your organization intends to play in the Illinois Solar For All Program. See the definitions above.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

## SECTION B: PRE-REQUISITE: ADJUSTABLE BLOCK PROGRAM QUALIFICATION

**Question 1.** Illinois Adjustable Block Program qualifying identification data  
 [ASKED OF APPROVED VENDORS, APPROVED VENDOR AGGREGATORS AND SINGLE PROJECT APPROVED VENDORS]

- Alpha-numeric Adjustable Block Program ID number:

Explanation: The identification number assigned to the Approved Vendor organization by the Adjustable Block Program Administrator.

Rubric:	Max Possible Score:	Min. Score Required:
PASS/FAIL	NOT SCORED	NOT SCORED

## SECTION C: PROJECT TYPES AND COMMUNITIES

**Question 2:** List the project types(s) you intend to pursue.

[ASKED OF ALL APPLICANTS]

MULTIPLE CHOICE CHECK BOX

- Low-income Distributed Generation: 1-4 unit buildings
- Low-income Distributed Generation: 5+ unit buildings
- Non-profit and Public Facilities
- Low-income Community Solar

Explanation: Select each project type your organization plans to develop. There are no specific requirements for Approved Vendors to develop multiple project types or to work within different market segments. Not selecting a project type at registration does not preclude an Approved Vendor from submitting projects in the different incentive categories.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 3:** What utility services territories will you work within?

[ASKED OF ALL APPLICANTS]

- a) Ameren Illinois
- b) ComEd
- c) Mid-American
- d) Mt. Carmel
- e) Municipal utilities
- f) Rural electric cooperatives

Explanation: Select each regional transmission organization territory within which your firm plans to support solar development for Illinois Solar for All projects.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 4.** Describe the anticipated volume in total capacity (kW AC) annually for Illinois Solar for All projects.

[ASKED OF ALL APPLICANTS]

- a) Narrative text

Explanation: This is collected for informational purposes only.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 5:** Is this an application for a Single Project Approved Vendor?

[ASKED OF APPROVED VENDORS ONLY]

- a) Yes
- b) No

Explanation: Single Project Approved Vendors will complete the registration as any Approved Vendor, with the exception questions relating to the marketing requirements of Distributed Generation or Non-profit/Public Sector projects, as these requirements are exempted for Single Projects.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 6.** Describe the communities where solar developments will occur (cities, towns, counties, neighborhoods).

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- Narrative Text

Explanation: Provide the areas where your organization plans to market solar development projects. Provide the geographic locations in as much detail as is known at this time, including county, towns or cities, as well as neighborhoods/communities. Providing no specific locations will receive the lowest score, while providing more detailed and specific locations will receive the highest score.

Rubric:	Max Possible Score:	Min. Score Required:
3 = Communities have been identified in detail	3	2
2 = Communities have been identified		
1 = Communities have not yet been determined		

**Question 7.** Will project types differ by community?

[ASKED OF APPROVED VENDORS AND DESIGNEES]

- Yes
- No

Explanation: The response is for informational purposes only and is unscored.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 8.** Will projects be sited in Environmental Justice (“EJ”) Communities? What percentage of projects will be in EJ communities?

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- Enter a percentage value, as well as a narrative response describing the approach.

Explanation: Illinois Solar for All has identified environmental justice communities across the state. Each qualified environmental justice community will be identified on an interactive map of the state. A look-up tool will be provided that allows users to search any address in the state to determine whether or not it resides in a qualified EJ community.

Please provide your organization's intent on serving environmental justice communities to support the program carve out of 25% of all incentives serving these communities. Does your organization intend to develop solar projects in these communities? Will you target these communities specifically? If so, what percentage of the developed capacity do you anticipate being within these qualified communities? Has your organization identified specific EJ communities you will work in? If so, which communities?

While there will be no requirements to meet this target, metrics will be tracked and reported regularly.

Rubric:	Max Possible Score:	Min. Score Required:
5 = More than 50% of all projects will be sited in EJ communities 4 = Between 25% and 50% of all projects will be sited in EJ communities 3 = Between 0% and 25% of all projects will be sited in EJ communities 2 = Unknown at this time 1 = EJ communities will not be targeted	5	NONE

## SECTION D: COMMUNITY ENGAGEMENT PLAN

**Question 9.** Describe your plans for community involvement. In your narrative please include:

**Question 9a.** What is your team’s experience with outreach and engagement in low income and environmental justice communities?

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- Narrative text

Explanation: Please describe your organization's experience with outreach and engagement in low-income or environmental justice communities inside or outside of Illinois. What methods of marketing, outreach, and engagement were used?

If your organization has limited or no experience serving these communities, are there individuals within your organization that have prior experience conducting marketing, outreach, and engagement in low-income or environmental justice communities? Energy-related experience outside of solar development in these communities is pertinent to this question.

Specific experience is not required for Illinois Solar for All. Greater experience (number of years, number of communities, various methods) by the organization and/or individuals will receive higher scores. There are no minimum required points for this question.

Rubric:	Max Possible Score:	Min. Score Required:
5 = Extensive experience 3 = Moderate experience 1 = Minimal experience 0 = No experience	5	NONE

**Question 9b.** With which community organizations or types of community organizations will you seek to partner?

[ASKED OF APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: While only the low-income community solar program has specific requirements for engaging community organizations as outlined in Section 8.6.2 of the Long-Term Renewable Resources Procurement Plan, community engagement is seen as an integral part of any effective marketing and outreach strategy for low-income and environmental justice communities. This engagement is most effective when working with community organizations in the communities being served.

Please describe whether or not your organization intends on partnering with community organizations to conduct engagement, outreach, and marketing across programs. What types of organizations do you anticipate engaging? What specific organizations do you anticipate engaging? While there are no minimum requirements to satisfy this response, a list of organization types will gain a moderate score, while a list of specific organizations will yield a higher score. Presenting no organization information will yield the lowest score.



Rubric:	Max Possible Score:	Min. Score Required:
5 = Specific organizations identified 3 = Organization types identified 0 = No organizations identified	5	NONE

**Question 9c.** Please provide a narrative summary of efforts taken prior to registration to conduct community outreach, education, and recruitment.

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- Narrative text

Explanation: Please describe what efforts have been undertaken to date by your organization to conduct outreach, education, or community engagement for Illinois Solar for All. As stated in the [Long-Term Renewable Resources Procurement Plan](#), Approved Vendors are required to have undertaken some effort prior to registration. Responses that demonstrate meaningful involvement of low-income community members and specific efforts taken prior to registration will yield higher points. For example, attending community meetings, engaging community organizations, or conducting outreach campaigns demonstrates specific effort and gains higher points. Greater levels of effort will receive higher scores.

Rubric:	Max Possible Score:	Min. Score Required:
6 = Extensive effort 4 = Moderate effort 2 = Minimal effort 0 = No effort	6	4

**Question 9d.** What methods of outreach and engagement will you use to reach participants?

[ASKED OF APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: While specific engagement experience or activities to date are not required to register to be an Illinois Solar for All Approved Vendor, having an outreach and engagement plan is deemed an important part of predicting success. Please describe your organization's strategy for conducting marketing, outreach, and engagement. What tactics will be used to develop marketing materials, conduct marketing, engage communities, and acquire customers? How will your strategy in these communities differ from a general market

strategy? Plans that include both strategic and tactical goals, as well as short and long terms goals have a higher probability of success and will receive a higher score.

Rubric:	Max Possible Score:	Min. Score Required:
6 = High probability of meeting requirements 4 = Low probability of meeting requirements 2 = No methods identified	6	4

**Question 10.** What kinds of marketing materials and methods will be used? How will these differ by community?

[ASKED OF APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: Please describe your organization's specific plans for developing marketing materials, strategies, and tactics for low-income and environmental justice communities. Plans with greater detail will be scored higher.

Rubric:	Max Possible Score:	Min. Score Required:
4 = Good level of detail 3 = 2 = 1 = Minimal level of detail	4	NONE

## SECTION E: COMMUNITY SOLAR

**Question 11.** Indicate the communities where subscriber customer acquisition will occur (cities, towns, counties, neighborhoods).

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: Please indicate the communities where community solar subscribers will be targeted. Customer acquisition at registration is not required for Illinois Solar for All. But, to the extent you are aware, the communities you will target should be listed. More specificity will yield a higher score.

Rubric:	Max Possible Score:	Min. Score Required:
3 = Specific idea of communities 2 = General idea of communities 1 = No communities identified	3	2

**Question 12.** Indicate the communities where installations will be sited.

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: Please indicate the communities where community solar installations will be sited. Specific sites are not required for Illinois Solar for All registration but, to the extent you are aware, the communities you will target should be listed. More specificity will yield a higher score.

Rubric:	Max Possible Score:	Min. Score Required:
3 = Specific idea of communities 2 = General idea of communities 1 = No communities identified	3	2

**Question 13.** What methods of outreach and engagement will you use to seek community organization support?

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: Section 8.6.2 of the [Long-Term Renewable Resources Procurement Plan](#) indicates specific requirements for engaging community stakeholders or community-based organizations in the development of low-income community solar projects. Requirements for projects include demonstrating the location, development, and participation of stakeholders, but also showing how the partnership is responsive to the priorities and concerns of low-income members of the community. What methods of outreach will your organization use to engage these community-based organizations to achieve this level of participation? Descriptions that indicate how individuals will be targeted and engaged, what role community organizations will have in siting, subscriber model development, and how the organization will be leveraged will have a greater probability of meeting these requirements.

Rubric:	Max Possible Score:	Min. Score Required:
6 = High probability of effectiveness 4 = Moderate probability of effectiveness 2 = Low probability of effectiveness 0 = No methods identified	6	4

**Question 14.** What role will community organizations play in your solar development?  
 [ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: While project level requirements for engaging community organizations are specific only to community solar, community organizations can play a key role in building awareness, trust, and a customer base. Please describe the role community organizations will play in your organization's solar development. How will this differ by community or project type? Plans with specific goals for community organizations or organization types and how they will help with marketing, building awareness, or even customer acquisition has a greater probability of being effective. There are no requirements for how detailed or long term your plan is, but the plan should be thoughtful and detailed to have a moderate probability of being effective.

Rubric:	Max Possible Score:	Min. Score Required:
6 = High probability of effectiveness 4 = Moderate probability of effectiveness 2 = Low probability of effectiveness 0 = No methods identified	6	4

**Question 15.** What is the anticipated total system capacity for community solar projects as measured by maximum continuous AC, and what is the intended ratio of anchor subscriber share to qualified low-income subscribers share?

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF COMMUNITY SOLAR IS SELECTED]

- Narrative text

Explanation: While there are no specific requirements for the ratio of low-income to general market subscribers for low-income community solar projects at the time of registration, indicating a specific target ratio will yield a higher score.

Rubric:	Max Possible Score:	Min. Score Required:
3 = Specific ratio targeted 2 = General range targeted 1 = No ratio targeted	3	NONE

**Question 16.** Will your community solar projects target Non-profit or Public facilities anchors?  
[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF COMMUNITY SOLAR IS SELECTED]

- a) Yes
- b) No

- 
- Explanation: This is collected for informational purposes only.
- 

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

## SECTION F: JOB TRAINING REQUIREMENTS

**Question 17.** Please describe your plan to meet the job training requirements for Illinois Solar for All. Describe your plan to ensure that in year one of program participation at least 10% of project hours worked across your project portfolio are performed by qualified job training program graduates, in year two 20%, and in year three 33%. If you have indicated your participation in the low-income distributed generation incentive category, please include your plans for ensuring that a qualified job trainee will be included in at least 33% of projects.  
[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- Narrative text

Explanation: Please indicate your plan for meeting the job training requirements in the first through the third years of participation. If your organization will subcontract installation, please indicate how you will meet these requirements using subcontractors. Details should include anticipated number of staff onsite for various project types, the roles they will play and how that will change over time.

It is recognized that these hiring plans may not be realized according to the details expressed here because of the potential for changing market conditions or the availability of

qualified candidates. However, the plan presented must express a clear understanding of the requirements, a good level of detail, and a moderate probability of being successful.

Public comments on job training requirements will be accepted through February 7, 2019, and, therefore are subject to change.

Rubric:	Max Possible Score:	Min. Score Required:
12 = Significant detail and/or probability of success 7 = Moderate detail and/or probability of success 1 = Minimal detail and/or probability of success	12	7

**Question 18.** Will your company provide installation services directly?

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- a) Yes
- b) No

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 18a.** Does your company currently have on staff graduates from qualified job training programs?

[ASKED IF YES TO Q18]

- a) Yes
- b) No

Explanation: Qualified job training programs will be listed on the ILSFA website. These include job training programs funded by the [Future Energy Jobs Act](#), as well as other programs that provide training that leads to the Qualified Person designation under the [Part 461 ICC rule](#). If your organization will conduct the installation, please indicate the number of qualified trainees you currently have on staff. While this response will not be scored, this information will be an important part of your plans for meeting job training requirements as required in Q16.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 18b.** Will the qualified job trainees you use on your installations be full-time staff or part-time employees? What job titles and functional roles will these hires have?

[ASKED IF YES TO Q18a]

- Please provide a percentage and a narrative description

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

## SECTION G: CONSUMER PROTECTIONS

**Question 19a.** Which of the following business models will your company offer for distributed generation projects?

[ASKED OF APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF YES TO 2A OR 2B]

- System ownership
- System lease
- Power purchase agreement
- Other (Please describe)

Explanation: There are no requirements for having multiple business model offers to register for Illinois Solar for All. However, it is necessary to know you will offer at least one business model. "Business model" refers to ownership and energy purchase structure; i.e. customer-owned system, leased, or power purchase agreement ("PPA"), as well as any other non-traditional model. Please indicate whether the model applies to distributed generation projects.

Rubric:	Max Possible Score:	Min. Score Required:
2 = At least one business model presented 1 = Unknown	2	2

**Question 19b.** Which of the following business models will your company offer for community solar? [ASKED OF ALL APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS, IF YES TO IF YES TO 2D]

- System ownership
- System lease
- Power purchase agreement
- Other (please describe)

Explanation: There are no requirements for having multiple business model offers to register for Illinois Solar for All. However, it is necessary to know you will offer at least one business model. "Business model" refers to ownership and energy purchase structure; i.e. customer-owned system, leased, or PPA, as well as any other non-traditional model. Please indicate whether the model applies to community solar projects.

Rubric:	Max Possible Score:	Min. Score Required:
2 = At least one business model presented 1 = Unknown	2	2

**Question 20.** How will business models vary by project type or community?

[ASKED OF ALL APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- a) Narrative text

Explanation: This is collected for informational purposes only.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 21.** What is the anticipated level of participant savings for each solar offer?

[ASKED OF ALL APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- a) Narrative text

Explanation: Illinois Solar for All requires that any annual payments by program participants be less than 50% of the annual first year estimated production and/or utility default service net metering value to be received by the customer. Business models that are anticipated to pass on a greater level of savings than 50% will yield higher points at registration. While there will be no requirements to meet this target, other than the 50% minimum, metrics will be tracked and reported regularly.

**Annual Customer Payment ÷ 1st Year Net Metering Value < 0.5**



Savings is calculated by dividing the total cost and fees charged to a customer by the value of the energy produced by the system in the first year (all on an annual basis), and then subtracting that fraction from 100%.

Rubric:	Max Possible Score:	Min. Score Required:
4 = Greater than 75% 3 = Greater than 60% 2 = Greater than 50% 1 = Unknown	4	2

**Question 22.** What mechanisms will your company use to ensure no upfront costs to participants?

[ASKED OF ALL APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

a) Narrative text

Explanation: The requirement that program participants see no upfront costs can be met in a number of ways, by business and ownership structures, financing or creative payment structures. With the requirement that property liens cannot be used and a greater population of unbanked or credit-stressed households, financing options can be limited. Please indicate your organization's plan for mitigating these barriers and meeting this requirement. Plans that address the known risks and barriers with specific solutions have a greater probability of meeting this requirement.

Rubric:	Max Possible Score:	Min. Score Required:
3 = High probability of meeting requirement 2 = Moderate probability of meeting requirement 1 = Low probability of meeting requirement	3	2

**Question 23.** Will financing be provided to program participants? What financial institutions will your company partner with? What are the typical terms of the financing agreements? How will participants qualify?

[ASKED OF ALL APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- a) Narrative text

Explanation: This is collected for informational purposes only.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 24.** Will your company provide marketing and contractual materials in languages other than English?

[ASKED OF ALL APPROVED VENDORS AND DESIGNEES; ASKED OF SINGLE PROJECT APPROVED VENDORS IF COMMUNITY SOLAR IS SELECTED]

- a) Yes
- b) No

Explanation: Contracts and marketing materials must be presented in the language requested by the customer.

Rubric:	Max Possible Score:	Min. Score Required:
2 = Yes 1 = No or Unknown	2	NONE

**Question 25.** Please indicate that you have read the ILSFA Solar Installation Site Suitability Guidelines and indicate how your company will ensure each project meets these guidelines. How will your company provide guidance and resources to property owners interested in hosting onsite distributed generation but whose properties do not pass Site Suitability criteria?

[ASKED OF ALL APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

- a) Narrative text

Explanation: ILSFA has a specific requirement for Approved Vendors to ensure rooftop solar projects are installed on properties with a minimum level of structural, electrical,

and health and safety integrity. The Site Suitability Guide provides the guidelines for assessing and reporting on properties. Please indicate how your organization will incorporate these standards into your site assessment process and ensure all properties meet these requirements. Greater detail in indicating how staff or subcontractors will be trained, collect data, and report assessments will receive a higher score.

Rubric:	Max Possible Score:	Min. Score Required:
4 = High probability of meeting requirement 3 = Moderate probability of meeting requirement 2 = Low probability of meeting requirement 1 = No specific plan	4	3

**Question 26.** Please describe the tools and methods you anticipate using for system design and power generation projections.

[ASKED OF ALL APPROVED VENDORS, DESIGNEES AND SINGLE PROJECT APPROVED VENDORS]

a) Narrative text

Explanation: This is collected for informational purposes only.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 27.** The Program Administrator will provide a current list of resources for program participants, include available energy and housing assistance programs, incentives and grants, as well as financing programs and other relevant resources. How will the Approved Vendor ensure that information and opportunities to utilize these resources are offered to participants where applicable?

[NARRATIVE TEXT]

Explanation: ILSFA has a specific requirement that resources be provided to property owners, including available energy and housing assistance programs, incentives and grants, as well as financing programs and other relevant resources. Please indicate how you will train staff or subcontractors to ensure these resources are understood and shared with each property owner. Greater detail in indicating how staff or subcontractors will be trained and information shared will have a greater probability of meeting the requirement.

Rubric:	Max Possible Score:	Min. Score Required:
4 = High probability of meeting requirement 3 = Moderate probability of meeting requirement 2 = Low probability of meeting requirement 1 = No specific plan	4	N/A

## Aggregator Registration Requirements and Scoring Rubric

The following list of questions is asked of Aggregator Approved Vendors. Additional information is provided about the scoring requirements, along with guidance on how the responses will be evaluated.

### SECTION A: REGISTRATION TYPE

Please indicate which registration type this application represents.

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

- a) Approved Vendor
- b) Aggregator
- c) Aggregator Designee

Explanation: The response to this question informs the Program Administrator of the role your organization intends to play in the Illinois Solar for All Program. See the definitions above.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

## SECTION B: PRE-REQUISITE: ADJUSTABLE BLOCK PROGRAM QUALIFICATION

**Question 1.** Illinois Adjustable Block Program identification data

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

- Alpha-numeric Adjustable Block Program ID

Explanation: The Adjustable Block Program Administrator provides a unique Approved Vendor identification number to the ILSFA Program Administrator. Applicants must first register with the Illinois Adjustable Block Program and be an Approved Vendor in good standing with the ABP.

Rubric:	Max Possible Score:	Min. Score Required:
PASS/FAIL	NOT SCORED	NOT SCORED

## SECTION C: PROJECT TYPES AND COMMUNITIES

**Question 2:** List the project types(s) you intend to pursue.

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

- Low-income Distributed Generation: 1-4 unit buildings
- Low-income Distributed Generation: 5+ unit buildings
- Non-profit and Public facilities
- Low-income Community Solar

Explanation: Select each project type your organization plans to support. There are no specific requirements for Aggregators to support multiple or specific project types or to work within different market segments. Not selecting a project type at registration does not preclude an Aggregator from submitting projects in different incentive categories.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 3:** What utility services territories will you work within?

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

- Ameren Illinois
- ComEd
- Mid-American
- Mt. Carmel
- Municipal utilities
- Rural electric cooperatives

Explanation: Select each utility service territory within which your firm plans to support solar development for Illinois Solar for All projects.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 4.** Please describe the fee structure you will use for Illinois Solar for All projects. How will this differ by project/incentive type? How will this differ from the Adjustable Block Program, if applicable?

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

- a) Narrative text

Explanation: This is collected for informational purposes only.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

**Question 5.** Describe the anticipated volume in total capacity (kW AC) annually for Illinois Solar for All projects.

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

- b) Narrative text

Explanation: This is collected for informational purposes only.

Rubric:	Max Possible Score:	Min. Score Required:
N/A	NOT SCORED	NOT SCORED

## SECTION D: PROGRAM REQUIREMENTS

**Question 6.** Please describe your plan to ensure Designees meet the job training requirements for Illinois Solar for All. Will your firm take steps prior to assigning Designees to ensure that qualified trainee graduates are on staff or a qualified installer/contractor is used?

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

a) Narrative text

Explanation: Please indicate your plan for meeting the job training requirements in the first through the third years of participation, as minimum installation hour requirements increase from 10% to 33% across your portfolio of Illinois Solar for All projects, as well as the additional requirement that at least one qualified trainee is used on 33% of Low-Income Distributed Generation projects. Failure to meet these requirements across all projects by Designees will jeopardize your status as an Illinois Solar for All Approved Vendor.

It is recognized that these plans may not be realized according to the details expressed here because of the potential for changing market conditions or the availability of qualified candidates. However, the plan for vetting and managing these requirements across Designees should express a clear understanding of the requirements, a moderate level of detail, and a moderate probability of being successful.

Public comments on job training requirements will be accepted through February 7, 2019, and, therefore, are subject to change.

Rubric:	Max Possible Score:	Min. Score Required:
5 = Significant detail and/or probability of success 4 3 = Moderate detail and/or probability of success 2 1 = Minimal detail and/or probability of success	5	3

**Question 7.** Please describe your plan to ensure Designees meet installation quality assurance requirements, including Site Suitability Guidelines and overall installation quality. Will your firm take steps prior to assigning Designees to ensure quality standards are in place?

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

a) Narrative text

Explanation: Illinois Solar for All requires additional quality assurance steps beyond the Adjustable Block Program requirements to ensure quality installations, including minimum site suitability requirements and onsite inspections. Poor quality of workmanship of designees can jeopardize your status as an Illinois Solar for All Approved Vendor.

Please describe your plans for ensuring Designees understand and meet the program requirements for installation quality. Plans with little detail or specific actions will result in

a Low Probability of Effectiveness score, where very detailed planning, protocols, and steps already taken will result in a High Probability of Effectiveness.

Rubric:	Max Possible Score:	Min. Score Required:
5 = High probability of effectiveness 4 3 = Moderate probability of effectiveness 2 1 = Low probability of effectiveness	5	3

**Question 8.** Please describe your plan to ensure Designees meet Illinois Solar for All minimum savings requirements.

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

a) Narrative text

Explanation: Illinois Solar for All requires that any annual payments by program participants be less than 50% of the annual first year estimated production and/or utility default service net metering value to be received by the customer.

**Annual Customer Payment ÷ 1st Yr. Net Metering Value < 0.5**

How will your firm ensure contracts offered by Designees to program participants meet these minimum savings requirements for various contract types? Please describe your plans for ensuring Designees understand and meet the program savings requirements. Plans with little detail or specific actions will result in a Low Probability of Effectiveness score, where very detailed planning, protocols and steps already taken will result in a High Probability of Effectiveness.

Rubric:	Max Possible Score:	Min. Score Required:
5 = High probability of effectiveness 4 3 = Moderate probability of effectiveness 2 1 = Low probability of effectiveness	5	3



**Question 9.** Please describe your plan to ensure Designees meet Illinois Solar for All consumer protection requirements.

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

a) Narrative text

Explanation: Illinois Solar for All consumer protections mirror the Adjustable Block Program in most respects, but include additional requirements, including but not limited to no upfront costs and presenting contracts and documents in native languages. How will your firm ensure all consumer protections are met? Will your firm take steps prior to assigning a Designee that each Designee understands and will abide by these requirements? Failure of Designees to meet these requirements will jeopardize your status as an Illinois Solar for All Approved Vendor.

Please describe your plans for ensuring Designees understand and meet consumer protections requirements. Plans with little detail or specific actions will result in a Low Probability of Effectiveness score, where very detailed planning, protocols, and steps already taken will result in a High Probability of Effectiveness.

Rubric:	Max Possible Score:	Min. Score Required:
5 = High probability of effectiveness 4 3 = Moderate probability of effectiveness 2 1 = Low probability of effectiveness	5	3

**Question 10.** Will your firm monitor or encourage in any way project development in environmental justice communities for Illinois Solar for All projects?

[ASKED OF ALL APPROVED VENDOR AGGREGATORS]

a) Narrative text

Explanation: Illinois Solar for All has a programmatic goal of ensuring 25% of all incentives are used to benefit environmental justice communities. The Program Administrator will provide tools to assist in identifying qualified communities. Will your firm monitor the project siting or location of customers of Illinois Solar for All projects within these communities? Will your processes, Designee selection, or fee structure help to support this goal?

Rubric:	Max Possible Score:	Min. Score Required:
3 = Will monitor and actively encourage development in these communities 2 = Will monitor development in these communities 1 = No specific plans	3	None

## Attestations for Approved Vendors and Aggregators

I declare that:

- a) I am the owner (for sole proprietorship), partner (for partnership) or the authorized agent (for corporation, LLC, or non-profit) of the applicant organization.
- b) The information provided on this form is true and correct to the best of my knowledge.
- c) I agree to participate in registration and any initial or recurrent required training.
- d) I agree to abide by the ongoing Program terms and conditions.
- e) I agree to maintain registration to do business in Illinois.
- f) I agree to provide updated information to the Administrator on any complaints, lawsuits, legal or regulatory action, bankruptcy, or any other material adverse changes in business condition when it becomes available.
- g) I agree to provide samples of marketing materials or content used by our company, or our subcontractors/installers, affiliates or designees, to the Program Administrator for review upon initial registration approval. In addition, I will provide copies of any marketing material related to the sale, financing, or installation of solar photovoltaic systems that will apply to participate in the Illinois Solar for All Program, or related to the Illinois Solar for All Program itself, whenever requested by the IPA or Program Administrator. I furthermore agree to make changes to marketing materials requested by the Illinois Power Agency or Program Administrator in their efforts to ensure that such materials are not deceptive, confusing, or misleading, and to further ensure that such materials do not feature misrepresentations about our relationship to the Illinois Power Agency or the Illinois Solar for All Program.
- h) I agree to comply with all consumer protection guidelines published by the Program Administrator and acknowledge that a failure to do so may jeopardize my ability to participate in the program.
- i) I agree to provide and maintain credit and collateral requirements pursuant to Section 6.16.1 of the Long-Term Renewable Resources Procurement Plan

- j) I agree to complete annual reports by the report deadline, disclosing names and other information on installers and projects, and documenting that all installers and other subcontractors comply with applicable local, state, and federal laws and regulations, including Illinois Commerce Commission registration as Distributed Generation Installers, providing current status of unfinished projects and credits generated and delivered by completed projects, and any other annual report requirements as determined by the Administrator.
- k) I agree to comply with all community solar subscriber reporting requirements including providing updated and accurate subscriber data.
- l) I agree to provide company financial statements and/or project references upon request of the Program Administrator.
- m) I will comply with all other Program rules and Administrator requests.
- n) If any requirements are implemented by the Illinois Power Agency or Program Administrator that I am unable to comply with, I agree to immediately request to withdraw my qualification to act as an Approved Vendor, or Approved Vendor Aggregator for any projects not already under contract with the utilities or the IPA and cease all new Approved Vendor activities.
- o) I agree to maintain my active status as an Adjustable Block Program Approved Vendor. Failure to do so or disqualification from that program for any reason will result in immediate removal from the Illinois Solar for All Program.
- p) I agree that any registration, project submittal, and project performance data and information (including any quarterly or annual reports) may be shared between the Illinois Power Agency, the program administrators for the Illinois Solar for All Program and the Adjustable Block Program, the Illinois Commerce Commission, and, where applicable, Commonwealth Edison, Ameren Illinois, and MidAmerican Energy Company. To the extent these submittals contain information I deem confidential, proprietary, or privileged information that could cause competitive harm if disclosed to a third party or made publicly available, I will endeavor to designate them as such when furnished to the Program Administrator.
- q) I agree that once projects submittals have satisfactorily met all Illinois Solar for All requirements, the Program Administrator will share project data with the Adjustable Block Program administrator. The ABP Administrator will then facilitate the execution of the REC contract or confirmation with the Approved Vendor and counterparty (Illinois Power Agency or utility), subject to approval by the Illinois Commerce Commission.
- r) I understand the Illinois Solar for All program goal to utilize 25% of incentives for projects sited in environmental justice communities and will strive to site, market and acquire customers in these areas in accordance with this goal.
- s) I will identify and include community organizations and local partners in planning, outreach, and project development phases for Illinois Solar For All projects where

possible and according to specific requirements for ILSFA community solar projects.

- t) I have read and understand the Site Suitability Guide and will incorporate the guidelines therein into all ILSFA site assessments and business practices.
- u) I have read the Program Resources Guide and will, to the best of my ability, help direct prospective ILSFA participants to relevant improvement, financing, energy efficiency and healthy home resources identified in the Program Resources Guide.
- v) I agree that all contracts for ILSFA projects presented to customers/program participants will meet the minimum savings requirements, defined as: Any payments made by program participants must be, on an annual basis, less than 50% of the annual first year estimated production and/or utility default service net metering value to be received by the customer. The exception being for multifamily buildings, where tenants do not pay for electricity bills directly.
- Annual Customer Payment  $\div$  1st Year Net Metering Value  $\leq$  0.5.
  - w) I agree to provide documentation that ensures owners of multifamily buildings in the distributed generation program, where tenants do not pay for electricity directly, demonstrate that the value of the energy savings from net metering is passed to tenants through reduced (or not raised) rents, or by other means.
  - x) I agree that any contract presented to customers/program participants will include no upfront costs.
  - y) I agree to use standardized, automatically generated disclosures, which will be presented to each Distributed Generation customer at least seven days before consummation of the transaction and will include the right to cancel the transaction within seven business days after consummation.
  - z) I agree that financing amounts, terms, and conditions must be based on an assessment of the program participant's ability to repay the debt, as defined by Regulation Z, which is a federal rule that implements aspects of the Truth in Lending Act and the Dodd-Frank Act.
  - aa) I agree that for qualified low-income customers, loans should not be secured by the program participant's home or home equity. While such unsecured loans may entail a higher interest rate, especially for customers with low credit scores or little credit history, they avoid the risk of liens and foreclosures for customers who default on their loans.
  - bb) I agree that customer contracts may not include prepayment penalties.
  - cc) I agree that marketing and contractual materials must be in the language requested by the customer and it is the responsibility of the Approved Vendor to produce those translated materials.
  - dd) I agree to use qualified job trainees on ILSFA projects to meet all annual requirements across all ILSFA projects and specific requirements for each Distributed Generation project. For low-income distributed generation projects, this means using at least one qualified job trainee on 33% of projects. Across the

entire portfolio of ILSFA projects, this means a commitment to using job trainees to complete 10% of installation hours in year one of program participation, 20% of installation hours in year two of program participation, and 33% of installation hours in year three of program participation.

- ee) I agree to the income eligibility guidelines and verification procedures outlined in the Illinois Solar for All Vendor Manual and accept that it is the Approved Vendor's responsibility to provide all necessary information and data to meet and verify these requirements according to these guidelines. I will ensure that all personally identifiable information is protected and that all potential customers/program participants undergoing income verification will be treated according to established Illinois Solar for All procedures and with respect, courtesy and professionalism.
- ff) I agree to ensure access to all solar installations for random on-site inspections by the Program Administrator and its subcontractors.

I attest that the statements above are true and correct.

**[E-SIGN HERE]**

(automatically stamped with username, time and IP address)

## Attestations for Designees

I declare that:

- a) I am the owner (for sole proprietorship), partner (for partnership) or the authorized agent (for corporation, LLC, or non-profit) of the applicant organization.
- b) The information provided on this form is true and correct to the best of my knowledge.
- c) I agree to participate in registration and any initial or recurrent required training.
- d) I agree to abide by the ongoing Program terms and conditions.
- e) I agree to maintain registration to do business in Illinois.
- f) I agree to provide updated information to the Administrator on any complaints, lawsuits, legal or regulatory action, bankruptcy, or any other material adverse changes in business condition when it becomes available.
- g) I agree to provide samples of marketing materials or content used by our company, or our subcontractors/installers, affiliates or designees, to the Program Administrator for review upon initial registration approval. In addition, I will provide copies of any marketing material related to the sale, financing, or installation of solar photovoltaic systems that will apply to participate in the Illinois Solar for All Program, or related to the Illinois Solar for All Program itself, whenever requested by the IPA or Program Administrator. I furthermore agree to

make changes to marketing materials requested by the Illinois Power Agency or Program Administrator in their efforts to ensure that such materials are not deceptive, confusing, or misleading, and to further ensure that such materials do not feature misrepresentations about our relationship to the Illinois Power Agency or the Illinois Solar for All Program.

- h) I agree to comply with all consumer protection guidelines published by the Program Administrator and acknowledge that a failure to do so may jeopardize my ability to participate in the program.
- i) NA
- j) I agree to support the Approved Vendor Aggregator's completion annual reports by the report deadline, disclosing names and other information on installers and projects, and documenting that all installers and other subcontractors comply with applicable local, state, and federal laws and regulations, including Illinois Commerce Commission registration as Distributed Generation Installers, providing current status of unfinished projects and credits generated and delivered by completed projects, and any other annual report requirements as determined by the Administrator.
- k) I agree to comply with all community solar subscriber reporting requirements including providing updated and accurate subscriber data.
- l) I agree to provide company financial statements and/or project references upon request of the Program Administrator.
- m) I will comply with all other Program rules and Administrator requests.
- n) If any requirements are implemented by the Illinois Power Agency or Program Administrator that I am unable to comply with, I agree to immediately request to withdraw my qualification to act as a Aggregator Designee for any projects not already under contract with the utilities or the IPA and cease all new Approved Vendor Designee activities.
- o) NA.
- p) I agree that any registration, project submittal, and project performance data and information (including any quarterly or annual reports) may be shared between the Illinois Power Agency, the program administrators for the Illinois Solar for All Program and the Adjustable Block Program, the Illinois Commerce Commission, and, where applicable, Commonwealth Edison, Ameren Illinois, and MidAmerican Energy Company. To the extent these submittals contain information I deem confidential, proprietary, or privileged information that could cause competitive harm if disclosed to a third party or made publicly available, I will endeavor to designate them as such when furnished to the Program Administrator.
- q) NA
- r) I understand the Illinois Solar for All program goal to utilize 25% of incentives for projects sited in environmental justice communities and will strive to site, market and acquire customers in these areas in accordance with this goal.

- s) I will identify and include community organizations and local partners in planning, outreach, and project development phases for Illinois Solar For All projects where possible and according to specific requirements for ILSFA community solar projects.
- t) I have read and understand the Site Suitability Guide and will incorporate the guidelines therein into all ILSFA site assessments and business practices.
- u) I have read the Program Resources Guide and will, to the best of my ability, help direct prospective ILSFA participants to relevant improvement, financing, energy efficiency and healthy home resources identified in the Program Resources Guide.
- v) I agree that all contracts for ILSFA projects presented to customers/program participants will meet the minimum savings requirements, defined as: Any payments made by program participants must be, on an annual basis, less than 50% of the annual first year estimated production and/or utility default service net metering value to be received by the customer. The exception being for multifamily buildings, where tenants do not pay for electricity bills directly.
- Annual Customer Payment  $\div$  1st Year Net Metering Value  $\leq$  0.5.
  - w) I agree to provide documentation that ensures owners of multifamily buildings in the distributed generation program, where tenants do not pay for electricity directly, demonstrate that the value of the energy savings from net metering is passed to tenants through reduced (or not raised) rents, or by other means.
  - x) I agree that any contract presented to customers/program participants will include no upfront costs.
  - y) I agree to use standardized, automatically generated disclosures, which will be presented to each Distributed Generation customer at least seven days before consummation of the transaction and will include the right to cancel the transaction within seven business days after consummation.
  - z) I agree that financing amounts, terms, and conditions must be based on an assessment of the program participant's ability to repay the debt, as defined by Regulation Z, which is a federal rule that implements aspects of the Truth in Lending Act and the Dodd-Frank Act.
  - aa) I agree that for qualified low-income customers, loans should not be secured by the program participant's home or home equity. While such unsecured loans may entail a higher interest rate, especially for customers with low credit scores or little credit history, they avoid the risk of liens and foreclosures for customers who default on their loans.
  - bb) I agree that customer contracts may not include prepayment penalties.
  - cc) I agree that marketing and contractual materials must be in the language requested by the customer and it is the responsibility of the Approved Vendor to produce those translated materials.
  - dd) I agree to use qualified job trainees on ILSFA projects to meet all annual requirements across all ILSFA projects and specific requirements for each



Distributed Generation project. For low-income distributed generation projects, this means using at least one qualified job trainee on 33% of projects. Across the entire portfolio of ILSFA projects, this means a commitment to using job trainees to complete 10% of installation hours in year one of program participation, 20% of installation hours in year two of program participation, and 33% of installation hours in year three of program participation.

- ee) I agree to the income eligibility guidelines and verification procedures outlined in the Illinois Solar for All Vendor Manual and accept that it is the Approved Vendor's responsibility to provide all necessary information and data to meet and verify these requirements according to these guidelines. I will ensure that all personally identifiable information is protected and that all potential customers/program participants undergoing income verification will be treated according to established Illinois Solar for All procedures and with respect, courtesy and professionalism.
- ff) I agree to ensure access to all solar installations for random on-site inspections by the Program Administrator and its subcontractors.

I attest that the statements above are true and correct.

**[E-SIGN HERE]**

(automatically stamped with username, time and IP address)

## **Attestations for Single Project Approved Vendors**

I declare that:

- a) I am the owner (for sole proprietorship), partner (for partnership) or the authorized agent (for corporation, LLC, or non-profit) of the applicant organization.
- b) The information provided on this form is true and correct to the best of my knowledge.
- c) I agree to participate in registration and any initial or recurrent required training.
- d) I agree to abide by the ongoing Program terms and conditions.
- e) I agree to maintain registration to do business in Illinois.
- f) I agree to provide updated information to the Administrator on any complaints, lawsuits, legal or regulatory action, bankruptcy, or any other material adverse changes in business condition when it becomes available.
- g) I, or our subcontractors/installers, affiliates or designees, agree to provide samples of marketing materials or content used by our company for marketing community solar subscriptions, to the Program Administrator for review upon initial registration approval. I furthermore agree to make changes to marketing materials requested by the Illinois Power Agency or Program Administrator in



their efforts to ensure that such materials are not deceptive, confusing, or misleading, and to further ensure that such materials do not feature misrepresentations about our relationship to the Illinois Power Agency or the Illinois Solar for All Program.

- h) I agree to comply with all consumer protection guidelines published by the Program Administrator and acknowledge that a failure to do so may jeopardize my ability to participate in the program.
- i) I agree to provide and maintain credit and collateral requirements pursuant to Section 6.16.1 of the Long-Term Renewable Resources Procurement Plan (DOES NOT APPLY TO DESIGNEES)
- j) I agree to complete annual reports by the report deadline, disclosing names and other information on installers and projects, and documenting that all installers and other subcontractors comply with applicable local, state, and federal laws and regulations, including Illinois Commerce Commission registration as Distributed Generation Installers, providing current status of unfinished projects and credits generated and delivered by completed projects, and any other annual report requirements as determined by the Administrator.
- k) I agree to comply with all community solar subscriber reporting requirements including providing updated and accurate subscriber data.
- l) I agree to provide company financial statements and/or project references upon request of the Program Administrator.
- m) I will comply with all other Program rules and Administrator requests.
- n) If any requirements are implemented by the Illinois Power Agency or Program Administrator that I am unable to comply with, I agree to immediately request to withdraw my qualification to act as an Approved Vendor, Approved Vendor Aggregator, or Aggregator Designee for any projects not already under contract with the utilities or the IPA and cease all new Approved Vendor activities.
- o) I agree to maintain my active status as an Adjustable Block Program Approved Vendor. Failure to do so or disqualification from that program for any reason will result in immediate removal from the Illinois Solar for All Program.
- p) I agree that any registration, project submittal, and project performance data and information (including any quarterly or annual reports) may be shared between the Illinois Power Agency, the program administrators for the Illinois Solar for All Program and the Adjustable Block Program, the Illinois Commerce Commission, and, where applicable, Commonwealth Edison, Ameren Illinois, and MidAmerican Energy Company. To the extent these submittals contain information I deem confidential, proprietary, or privileged information that could cause competitive harm if disclosed to a third party or made publicly available, I will endeavor to designate them as such when furnished to the Program Administrator.
- q) I agree that once projects submittals have satisfactorily met all Illinois Solar for All requirements, the Program Administrator will share project data with the

Adjustable Block Program administrator. The ABP Administrator will then facilitate the execution of the REC contract or confirmation with the Approved Vendor and counterparty (Illinois Power Agency or utility), subject to approval by the Illinois Commerce Commission.

- r) I understand the Illinois Solar for All program goal to utilize 25% of incentives for projects sited in environmental justice communities and will strive to site, market and acquire customers in these areas in accordance with this goal.
- s) I will identify and include community organizations and local partners in planning, outreach, and project development phases for Illinois Solar For All projects where possible and according to specific requirements for ILSFA community solar projects.
- t) I have read and understand the Site Suitability Guide and will incorporate the guidelines therein into all ILSFA site assessments and business practices.
- u) I have read the Program Resources Guide and will, to the best of my ability, help direct prospective ILSFA participants to relevant improvement, financing, energy efficiency and healthy home resources identified in the Program Resources Guide.
- v) I agree that all contracts for ILSFA projects presented to customers/program participants will meet the minimum savings requirements, defined as: Any payments made by program participants must be, on an annual basis, less than 50% of the annual first year estimated production and/or utility default service net metering value to be received by the customer. The exception being for multifamily buildings, where tenants do not pay for electricity bills directly.
- Annual Customer Payment  $\div$  1st Year Net Metering Value  $\leq$  0.5.
  - w) I agree to provide documentation that ensures owners of multifamily buildings in the distributed generation program, where tenants do not pay for electricity directly, demonstrate that the value of the energy savings from net metering is passed to tenants through reduced (or not raised) rents, or by other means.
  - x) I agree that any contract presented to customers/program participants will include no upfront costs.
  - y) NA
  - z) I agree that financing amounts, terms, and conditions must be based on an assessment of the program participant's ability to repay the debt, as defined by Regulation Z, which is a federal rule that implements aspects of the Truth in Lending Act and the Dodd-Frank Act.
  - aa) I agree that for qualified low-income customers, loans should not be secured by the program participant's home or home equity. While such unsecured loans may entail a higher interest rate, especially for customers with low credit scores or little credit history, they avoid the risk of liens and foreclosures for customers who default on their loans.
  - bb) I agree that customer contracts may not include prepayment penalties.

- cc) I agree that marketing and contractual materials must be in the language requested by the customer and it is the responsibility of the Approved Vendor to produce those translated materials.
- dd) I agree to use qualified job trainees on ILSFA projects to meet all annual requirements across all ILSFA projects and specific requirements for each Distributed Generation project. For low-income distributed generation projects, this means using at least one qualified job trainee on 33% of projects. Across the entire portfolio of ILSFA projects, this means a commitment to using job trainees to complete 10% of installation hours in year one of program participation, 20% of installation hours in year two of program participation, and 33% of installation hours in year three of program participation.
- ee) I agree to the income eligibility guidelines and verification procedures outlined in the Illinois Solar for All Vendor Manual and accept that it is the Approved Vendor's responsibility to provide all necessary information and data to meet and verify these requirements according to these guidelines. I will ensure that all personally identifiable information is protected and that all potential customers/program participants undergoing income verification will be treated according to established Illinois Solar for All procedures and with respect, courtesy and professionalism.
- ff) I agree to ensure access to all solar installations for random on-site inspections by the Program Administrator and its subcontractors.

I attest that the statements above are true and correct.

**[E-SIGN HERE]**

(automatically stamped with username, time and IP address)

I attest that the statements above are true and correct.

Type Name

(automatically stamped with username, time and IP address)

## Approved Vendor Support

All Approved Vendors are assigned an Approved Vendor Manager by the Program Administrator upon submitting a registration application. The Approved Vendor Manager will act as the single point of contact through the registration process, as well as through project applications and ongoing ILSFA performance processes. Approved Vendor Managers will provide one-on-one support to applicants and Approved Vendors as needed. Applicants with insufficient registration submittals will receive guidance to correct inadequacies, where possible.