

# **Illinois Solar for All Approved Vendor Registration Form and Attestations:**

## **Approved Vendor Type:**

### **Single Project Approved Vendor**

This template can be used to prepare a response to the Illinois Solar for All Approved Vendor registration questionnaire to include as a single upload when registering at [Illinoissfa.com](http://Illinoissfa.com). Each Approved Vendor type will use a template specific to that Approved Vendor type. Applicants should be sure they are using the correct template for their registration type and should review the Illinois Solar for All Approved Vendor Manual prior to completing this form.

# Single Project Approved Vendor Requirements and Registration

The Illinois Solar for All Approved Vendor registration process can be initiated from the online form at [Illinoissfa.com](http://Illinoissfa.com). Responses to required questions can be submitted online individually or via this form template. Whether completing individual registration questions online or via this template, both options are initiated at the online registration form page.

Before beginning the registration process, the applicant should download and read the Approved Vendor Manual, which provides guidance on the scope of the program and the requirements necessary to complete this registration process. It is highly recommended that the process outlined below be followed by all applicants.

1. Download and read the manual
2. Single Project Approved Vendors **must register** with the Adjustable Block Program
3. Prepare your responses
4. Submit responses
5. Sign attestations (e-signature)
6. Program Administrator evaluation
7. Assessment and revisions as needed
8. Program Administrator will attempt to return an approval determination within 14 business days

This registration form requires the completion of a series of questions that differs based on the Approved Vendor type selected by the applicant. This template corresponds to questions for the **Single Project Approved Vendors**. Applicants will be able to upload supporting documents at the end of the process. All applicants will be required to e-sign terms and conditions specific to their Approved Vendor type as part of this process.

If applicants have questions about this process or technical issues with this site, please refer to the Approved Vendor Manual or contact the Program Administrator at [vendors@Illinoissfa.com](mailto:vendors@Illinoissfa.com).

## Section A: Registration Type

Single-Project Approved Vendor

## Section B: Pre-Requisite: Adjustable Block Program Qualification

**Question 1.** Illinois Adjustable Block Program ID number:

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## Section C: Project Types and Communities

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

CHECK ALL THAT APPLY

- 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 the project type your organization plans to develop.

Rubric:	NOT SCORED
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**Question 3:** What utility services territory will you work within?

CHECK ALL THAT APPLY

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

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

Rubric:	NOT SCORED
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**Question 4.** Describe the anticipated volume in total capacity (kW AC) annually for this Illinois Solar for All project.

[NARRATIVE TEXT]

Explanation: This is collected for informational purposes only.

Rubric:	NOT SCORED
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**Question 5:** Is this project for a Single Project Approved Vendor?

- Yes
- No

**Question 6.** Describe the community where solar development will occur (city, town, county, neighborhood).

[NARRATIVE TEXT]

Explanation: Provide the areas where your organization plans to develop this project.

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.** NOT ASKED OF SINGLE PROJECT APPROVED VENDORS

**Question 8.** Will this project be sited in Environmental Justice (“EJ”) Communities?

[NARRATIVE RESPONSE]

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.

Rubric:	Max Possible Score:	Min. Score Required:
5 = More than 50% of all projects will be sited in EJ communities	5	NONE
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		

## 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?

[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?

[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	5	NONE

3 = Organization types identified		
0 = No organizations identified		

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

[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	6	4
4 = Moderate effort		
2 = Minimal effort		
0 = No effort		

**Question 9d.** NOT ASKED OF SINGLE PROJECT APPROVED VENDORS

**Question 10.** NOT ASKED OF SINGLE PROJECT APPROVED VENDORS

## Section E: Community Solar

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

[ASKED 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	3	2
2 = General idea of communities		
1 = No communities identified		

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

[ASKED 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	3	2
2 = General idea of communities		
1 = No communities identified		

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

[ASKED 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	6	4
4 = Moderate probability of effectiveness		
2 = Low probability of effectiveness		
0 = No methods identified		

**Question 14.** What role will community organizations play in your solar development?  
 [ASKED 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 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	3	NONE
2 = General range targeted		
1 = No ratio targeted		

**Question 16.** Will your community solar projects target Non-profit or Public facilities anchors?

[ASKED IF COMMUNITY SOLAR IS SELECTED]

- Yes
- No



Explanation: This is collected for informational purposes only.

Rubric:	NOT SCORED
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## 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 at least 10% of hours worked across your project are performed by qualified job training program graduates.

[NARRATIVE TEXT]

Explanation: Please indicate your plan for meeting the job training requirements for this project. 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	12	7
7 = Moderate detail and/or probability of success		
1 = Minimal detail and/or probability of success		

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

- Yes
- No

Rubric:	NOT SCORED
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**Question 18a.** Does your company currently have on staff graduates from qualified job training programs?

[ANSWER IF YES TO Q18]

- Yes
- 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:	NOT SCORED
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**Question 18b.** Will the qualified job trainees you use on your projects be full-time staff or part-time employees? What job titles and functional roles will these hires have?

- Please provide a percentage and a narrative description

Rubric:	NOT SCORED
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## Section G: Consumer Protections

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

[ANSWER IF YES TO LOW-INCOME DISTRIBUTED GENERATION PROJECTS]

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

Explanation: There are no requirements for having a specific business model 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	2	2
1 = Unknown		

**Question 19b.** Which of the following business models will your company offer for this community solar project?

[ANSWER IF YES TO LOW-INCOME COMMUNITY SOLAR PROJECTS]

- 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.** NOT ASKED FOR SINGLE PROJECT APPROVED VENDORS?

**Question 21.** What is the anticipated level of participant savings for this project?

[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?

[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	3	2
2 = Moderate probability of meeting requirement		
1 = Low probability of meeting requirement		

**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?

[NARRATIVE TEXT]

Explanation: This is collected for informational purposes only.

Rubric:	NOT SCORED
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**Question 24.** NOT ASKED OF SINGLE PROJECT APPROVED VENDORS

**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?



[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	4	3
3 = Moderate probability of meeting requirement		
2 = Low probability of meeting requirement		
1 = No specific plan		

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

[NARRATIVE TEXT]

Explanation: This is collected for informational purposes only.

Rubric:	NOT SCORED
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**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

## Completing Your Registration

The Approved Vendor must upload this completed form as part of the registration process initiated at [Illinoissfa.com](http://Illinoissfa.com). The online registration process is initiated at the registration page. Initial business and contact details must be entered online, as well as other key information before uploading this document. Once uploaded, the applicant will continue to the Approved Vendor attestations and must provide an e-signature to complete the registration submission.

For questions on the use of this form or on the Illinois Solar for All Approved Vendor registration process, please contact: [vendors@Illinoissfa.com](mailto:vendors@Illinoissfa.com).

# 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 IPA 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 IPA 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; disclose names and other information on installers and projects; document 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; provide 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 IPA 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 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 IPA, 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 project 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 (IPA 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 Guidelines 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:
  - a) 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. This excludes multifamily buildings where tenants do not pay for electricity bills directly.
  - b)  $\text{Annual Customer Payment} \div \text{First Year Net Metering Value} \leq 0.5$
- 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 and beyond 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 onsite 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)