



# Project Application Training Webinar

## January 29, 2019

Audio available via telephone or computer

# Agenda

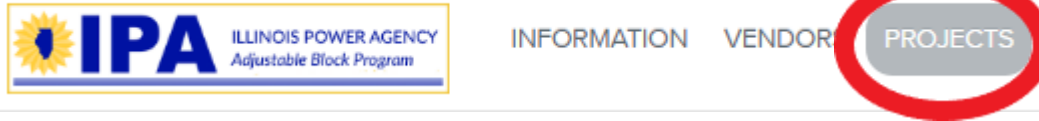
- **Overview of Application Process**
- **Application Example**
- **Batch Submission Process**
- **Next Steps**
- **Question and Answer (Chat Feature Only)**
  - ❖ **Questions on both the application process and the disclosure forms will be accepted**

# Application Process Overview

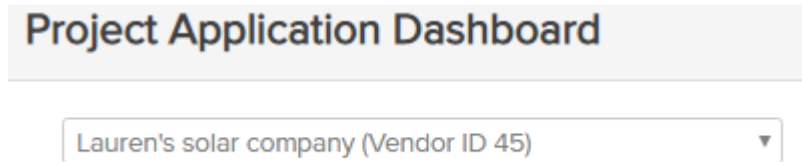
- Application portal will open on the Illinois ABP website at 9 AM CST on January 30, 2019
- In order for applications to be considered for a Block 1 Lottery, if a lottery is required, batches must be submitted by 12 PM CST on February 13, 2019
- Applications can only be submitted by Approved Vendors through the Illinois ABP portal
- Once an Approved Vendor has at least 100 kW of Part I applications complete they can submit a batch
- Application fee submitted at time of batch submission
- Applications will not be reviewed and approved by the Program Administrator until a complete batch has been submitted.
- Applications cannot be edited by the applicant after submission. Any edits must be done manually by the Program Administrator.

# Project Application Example

- To begin a new application, click on the “Projects” tab

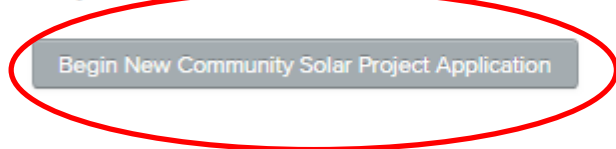


- Select the appropriate Approved Vendor from the dropdown menu



- To begin a Community Solar application, click “Begin New Community Solar Project Application” to proceed

Project Applications for Lauren's solar company (Vendor ID 45)



- To begin a DG application, click “Continue” next to one your project applications generation by a completed Consumer Disclosure Form

Project Applications

Show 10

App ID	Project	Size (kW)	Part 1 Status	Part 2 Status	Information Needed	Batch
90	Lauren DG Test		10% Step 1 of 5 Continue >			

# Application Example: Step 1

## Step 1: Create your Project

- Enter your project name and project location. DG Applications will have this information pre-filled from the Disclosure form.

### Approved Vendor: Lauren's solar company

**Project Name** REQUIRED

A personalized name for your project, for example "My Roof"

### Approved Vendor: Lauren's solar company

**Project Name** REQUIRED

A personalized name for your project, for example "My Roof"

### Project Location

**Name of Property Owner** REQUIRED

**Company Name (if applicable)**

**Street** REQUIRED

**City** REQUIRED

**State** REQUIRED

**Zip Code** REQUIRED

### Project Location

**Name of Property Owner** REQUIRED

**Company Name (if applicable)**

**Street** REQUIRED

**Apartment or Suite**

**City** REQUIRED

**State** REQUIRED

**Zip Code** REQUIRED

# Application Example: Step 2

## Step 2: Project Owner and Installer Information

- Enter your project owner and the system installer, if known. This information will also be pre-filled on DG applications based on the Disclosure Form.

### Owner Information

Name of Owner or Point of Contact REQUIRED

Company Name

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

Zip Code REQUIRED

Phone REQUIRED  
  
Enter 123-123-1234 with no extensions allowed

Email REQUIRED

### System Installer

Is the system installer known at this time? REQUIRED

Legal Business Name REQUIRED

Name Used for Marketing (if different)

Street REQUIRED

Apartment or Suite

City REQUIRED

State REQUIRED

State REQUIRED

Zip REQUIRED  
  
Enter five digit zip code (12345) or five digit code with four digit extension (12345-6789)

Phone REQUIRED  
  
Enter 123-123-1234 with no extensions allowed

Email REQUIRED

# Application Example: Step 3

## Step 3: System Details and Performance

**Number of Orientations** REQUIRED

1

For systems with multiple orientations, enter number of orientations

**Details for Orientation #1**

**Module Power Rating #1 (Watts)** REQUIRED

DC Watts at STC

**Number of Modules #1** REQUIRED

**System Tilt #1** REQUIRED

Tilt angle of array, typically 0-90 degrees

**System Azimuth #1** REQUIRED

Azimuth angle of array, where 180 degrees is south-facing

**Mounting Location #1** REQUIRED

-- Specify One --

**Tracking Type #1** REQUIRED

-- Specify One --

- Select the number of orientations for your system and enter in all of the system details.
- The portal will automatically calculate the DC output based on the information entered into the application.
- This step is the same on DG and CS applications.

**Inverter Size (AC Watts)** REQUIRED

**Inverter Efficiency (%)** REQUIRED

96

**Ground Cover Ratio** REQUIRED

0.4

**Does the system meet the Minimal Shading Criteria?** REQUIRED

-- Specify One --

# Application Example: Step 4

## Step 4: REC production and Interconnection details

### Estimated REC Production

Total REC Contract Delivery Amount over 15 Years

-- Specify One --



Total REC Contract Delivery Amount over 15 Years

Enter your own Estimate

Enter Other Capacity Factor (%)

20

Explanation of Other Capacity Factor

Calculate my Estimated REC Production

### Interconnection Details

Name of Utility for which the system is interconnected REQUIRED

-- Specify One --

Interconnection Approval Date (Actual or Estimated) REQUIRED



Interconnection Approval Date (Actual or Estimated) REQUIRED

2019-01-01

REC Tracking System REQUIRED

-- Specify One --

PJM GATS or M-RETS Unit ID REQUIRED

Do you have a Net Metering Application Approval Letter? REQUIRED

-- Specify One --



# Application Example: Step 4

## Step 4: REC production and Interconnection details Community Solar Only

### Non-Ministerial Permits

I attest that I have obtained all non-ministerial permits that, according to the commercially reasonable investigation of the Approved Vendor, are necessary to this project at this time of application to the Adjustable Block program

How many non-ministerial permits have you obtained?

1 ▼

List all Non-Ministerial Permits, Issuing Authority, and Contact Information of the Contact Person at the Issuing Authority **REQUIRED**

#### Non-Ministerial Permit # 1

Permit Name

Issuing Authority

Contact Name

Contact Phone

Contact Email

- Check the attestation box to confirm you have obtained all non-ministerial permits.
- Enter the required information for all non-ministerial permits.

### Community Solar Specific Questions

Does the project commit to obtaining 50% small-subscribers? **REQUIRED**

-- Specify One -- ▼

Describe the proposed subscription model (e.g., typical length and structure of contract, economic terms, marketing channels, etc.) **REQUIRED**

Enter "unknown" if the model is not yet known

Describe the expected mix of residential and non-residential subscribers **REQUIRED**

# Application Example: Step 5

## Step 5: Document Uploads

- All applications will require a shading study and proof of site control.

Four file upload boxes are shown, each with a 'Choose File' button and 'No file chosen' text. The boxes are for:

- Shading Study REQUIRED
- Signed Interconnection Agreement REQUIRED
- Proof of Site Control REQUIRED
- Plot diagram or site map for ground mounted systems REQUIRED

- All applications over 25 kW will require a signed interconnection agreement
- All ground-mounted systems will require a site map or plot diagram
- All systems that are already interconnected will require a certificate of completion, a net metering approval letter (if applicable), and photographic documentation of the installation

Two file upload boxes are shown, each with a 'Choose File' button and 'No file chosen' text. The boxes are for:

- Certificate of Completion of Interconnection REQUIRED
- Net metering application approval letter

- There will be spots for Optional Uploads and comments

# Application Example: Submission

## Application Submission

- Documents can be uploaded and saved to the application.
- Once you are ready to submit, click “Save and Submit”.

Upload and Save

Save and Submit

Exit

## Congratulations!

You have successfully completed Part 1 of your application.

Your application is now eligible for submission as part of a batch. Please note that your application will not be viewed, reviewed, or entered into the program until it has been submitted as part of a batch and the application fee has been paid. You can submit batches directly from your Project Dashboard.

[Go to my Project Dashboard](#)

# Batch Submission

## Batch Submission

- You may view the status of all applications on your Project Dashboard.

Project Applications

Show 10 ▾

App ID ▾	Project	Size (kW)	Part 1 Status
90	Lauren DG Test	5.50	Pending Submission in a Batch Submitted

- Once you have 100 kW in project applications, you may submit your projects in a batch. Batches can be between 100 kW-2MW
- Click the boxes in the “Batch” column next to the projects you would like to include in a batch and then click “Create Batch”

Begin New Community Solar Project Application

Create Batch

Project Applications

Show 10 ▾

App ID ▾	Project	Size (kW)	Part 1 Status	Part 2 Status	Information Needed	Batch
90	Lauren DG Test	5.50	Pending Submission in a Batch Submitted			<input type="checkbox"/>
86	Community Solar Demo	2,000.00	Pending Submission in a Batch Submitted			<input checked="" type="checkbox"/>

# Batch Submission

## Batch Submission

- The batch submission page will automatically calculate the application fee.

### Submit Batch

Vendor: Lauren's solar company  
Batch Status: Created  
Batch Size: 2000 kW  
Application Fee: \$5,000.00

Edit Batch

Application ID	Project Name	Project Size (kW)
86	Community Solar Demo	2,000.00

- You may edit your batch if necessary by clicking “Edit Batch”.
- To submit your batch you must submit payment for your application fee.
- You may pay the application fee by check, ACH, wire transfer, or credit card.

### Submit Batch

Select your payment method below. Your application fee for this batch is \$5,000.00. After selecting your payment method, you will receive a unique tracking string. Please include this with your application fee. **Once you select your payment method, you will be unable to adjust the projects in your batch.**

Pay by Check

Pay by ACH

Pay by Wire Transfer

Pay by Credit Card

# Batch Submission

## Batch Submission

- Once you click the desired payment method, your batch will be entered into the “payment pending” status. A unique tracking code will be created for each batch.

### Submit Batch

Select your payment method below. Your application fee for this batch is \$5,000.00. After selecting your payment method, you will receive a unique tracking string. Please include this with your application fee. **Once you select your payment method, you will be unable to adjust the projects in your batch.**

Pay by Check

Pay by ACH

Pay by Wire Transfer

Pay by Credit Card

Vendor: Lauren's solar company  
Batch Status: Pending Payment  
Batch Size: 2000 kW  
Application Fee: \$5,000.00

Application ID	Project Name	Project Size (kW)
86	Community Solar Demo	2,000.00

Your batch is currently Pending Payment. Your payment of \$ 5,000.00 was submitted by Check on Jan 28, 2019. Your unique tracking code is 17V45CHK1548704721.

Need to change your payment method? Press the "Reset Payment Method" button and you will be able to select your new payment method.

Reset Payment Method

- The Program Administrator’s payment information can be found on your Vendor dashboard, #5.

# Batch Submission

## Batch Submission

- Your batch will be in the “Pending Batch Payment” status until the Program Administrator confirms that your application fee has been received.

86	Community Solar Demo	2,000.00	Pending Batch Payment Submitted			Batch 17 Pending Payment
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- In order for your submitted batch of projects to be considered for a potential Block 1 lottery, your application fee payment needs to be initiated prior to 12 PM CST on February 13, 2019.

# Next Steps

- The Program Administrator will review and approve individual applications in a batch once the batch has been submitted.
- Approved Vendors will be given up to 2 weeks to cure deficiencies in an application once they are notified by the Program Administrator.
- If less than 75% of the kW volume of a batch is approved by the Program Administrator, the batch will be rejected in its entirety.
- Systems that are reviewed and approved but are in a batch that is rejected may be submitted in a future batch which will be subject to an expedited review.
- All batches submitted prior to 12 PM CST on February 13, 2019 will be considered for a Block 1 lottery, if necessary.
- The lottery procedures can be found on the Illinois ABP website under “Resources”, “Lottery”.



# Question and Answer

*Please submit questions via the chat feature*

*Questions on both the application process and the disclosure forms will be accepted.*

*Questions may also be submitted to the Program Administrator*

*Email: [admin@illinoisabp.com](mailto:admin@illinoisabp.com)*

*Phone: 877-783-1820*