



## Release of New Batching Functionality in the ABP Portal

December 22, 2020

The Program Administrator has created a new dashboard to allow Approved Vendors to actively manage the batching of their project applications prior to batches being submitted to the ICC for approval. This dashboard was created to fully implement the batching process outlined in a previous [announcement](#) and replaces the interim batching process communicated to Approved Vendors on April 24, 2020 and that has been in use since that date.

The Program Administrator submits batches to the ICC for approval eight business days prior to the ICC meeting. Four business days prior to the Program Administrator's date of submission to the ICC (the Eligibility Deadline) all Approved Vendors will be permitted to utilize this dashboard to actively manage the batching of their eligible applications. Approved Vendors can access the dashboard until 12:00 PM Central Prevailing Time two business days prior to the Program Administrator's ICC submission date (the Election Deadline).

An automated email will be sent at 9:00 AM Central Prevailing Time on the Eligibility Deadline to all Approved Vendors with applications that are eligible to be submitted to the ICC informing them of the opening of the dashboard. Approved Vendors can navigate to the new dashboard from their Projects tab by clicking the "Rebatch Projects" button. This button will only be visible between the Eligibility Deadline and the Election Deadline. Approved Vendors can actively manage the batching of their project applications two different ways: (1) on a project level or (2) on a batch level.

### 1. Managing Batches on a Project Level

To manage batches on a project level the Approved Vendor should click the "Show Rebatching by Project" button. This will bring up a list of all Part I applications that were verified prior to the Eligibility Deadline. From this list the Approved Vendor can choose to withhold a project from ICC submission, add the project to a new batch, or move the project to an existing batch in the Approved status.

- a. If the Approved Vendor chooses to withhold a project this project will not be sent to the ICC. Approved Vendors may make the election to hold back a Part I verified application from submission to the ICC no more than twice for any given project application. Once an Approved Vendor elects to withhold a project it will no longer appear in the list of eligible projects to rebatch. To withhold a project from ICC submission, check the box in the "Withhold Project" column for a given project. Then click "Submit Rebatching Changes" at the bottom of the dashboard. On the next screen, click "Submit Batching Changes" to confirm your change.
- b. To create a new batch of projects the Approved Vendor should select 100 kW or more of projects in the "Add to New Batch" column. Once at least 100 kW is

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selected, the Approved Vendor can click the “Submit Rebatching Changes” button to create a new batch. The new batch will be assigned a unique batch ID for submission to the ICC. On the next screen, click “Submit Batching Changes” to confirm your change.

- c. To add an eligible project to an existing batch the Approved Vendor will select the existing batch ID from the dropdown in the “Move to Different Batch” column. Only Batch IDs of Approved batches will appear in this dropdown menu. Click “Submit Rebatching Changes” at the bottom of the dashboard to complete the change. On the next screen, click “Submit Batching Changes” to confirm your change.

## 2. Managing Batches on a Batch Level

To manage batches on a batch level the Approved Vendor should click the “Show Rebatching by Batch” button. This will bring up a list of all Approved Batches (batches in which 100% of Part I applications are verified). Approved Vendors can use this feature to consolidate existing batches into batches of 100 kW or more. To consolidate one batch into another the Approved Vendor should select the new batch ID in the “Move to Different Batch” column. Click “Submit Rebatching Changes” at the bottom of the dashboard to complete the change. On the next screen, click “Submit Batching Changes” to confirm your change.

The Approved Vendor can download a “Completed Batch Changes” report which provides a historical record of all batching changes that they’ve made. This report is available on the batching dashboard during the batching window, and also on the Approved Vendor’s project dashboard at all times.

After the Election Deadline has passed, all of the Approved Vendor’s batches that are over 100 kW and in the Approved status will be included in the Program Administrator’s submission of batches to the ICC. Should an Approved Vendor take one or more of the above elections and still have batches containing less than 100 kW of Part I verified projects the Program Administrator will use its discretion to make batching decisions for those projects on behalf of the Approved Vendor prior to the Program Administrator submitting batches to the ICC.

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