



Release of ABP Community Solar Subscriber Management Functionality

January 8, 2021

The Program Administrator has released subscriber management functionality for Approved Vendors that have ICC approved community solar projects and their CS Subscriber Agent Designees. This functionality facilitates the management of subscriber information for community solar projects in the ABP portal. Please note that this information is used only for the purpose of documenting subscribers for achieving and maintaining subscription levels for ABP community solar projects to determine the REC payment amount. **This is not the tool for enrolling subscribers on net metering in a project itself, which must be accomplished through the interconnecting utility.**

Per Section 5(E) of the [Illinois Adjustable Block Program Guidebook](#), **accurate community solar subscriber information is necessary for Part II verification, and is also used as a component of community solar quarterly reports and annual reports.** A community solar project must demonstrate a subscriber level of least 50% of the project's nameplate capacity in order for the Program Administrator to deem this Part II requirement as satisfied. Concurrent with its review of Part II of the project application, a quarterly report, or an annual report, the Program Administrator will validate the submitted subscription information by cross-referencing it with subscription information provided by the community solar project's interconnecting utility.

Approved Vendors can access the Community Solar Subscriber Dashboard on the Vendors tab of the ABP portal. Following from the recent release of the [Designee registration](#) functionality, Approved Vendors may also authorize Community Solar Subscriber Agent Designees to submit and edit subscriber information for specific community solar projects through the ABP portal. An authorized Designee can view and edit only those subscribers that they've entered and can enter subscribers based only on Disclosure Forms that they've created.

After selecting a project from the drop-down menu on the Community Solar Subscriber Dashboard, the Approved Vendor and its Designee may take the following actions:

- View or download the current list of subscribers for a given community solar project – Click the “View Subscribers” button or the “Download Subscribers Button”. A Designee will see only those subscribers that it has entered.
- Add a subscriber – Click the “Add Subscribers” button. Any customer that has completed a Disclosure Form for that project or for a project to be selected at a later date may then be selected to be added as a subscriber for that project. Clicking the “Create a New Subscriber” link will display a screen on which detail for the subscription can be entered.
- Edit a subscriber – Click the “View Subscribers” button then the “View Subscriber” link in line with the relevant subscriber. The subscription size, last five digits of the utility account number

Illinois Adjustable Block Program

(877) 783-1820 | admin@illinoisabp.com
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or unique ID number (for Ameren subscribers), date the subscription was submitted to the utility, and subscriber type may be edited.

- Remove a subscriber – Click the “View Subscribers” button, the “View Subscriber” link in line with the relevant subscriber, then the “Remove Subscription” button. Enter the date on which the subscriber was removed with the interconnecting utility. This will remove only the subscription, while the customer’s Disclosure Form remains active.

The size of a subscription must be within the greater of 1kW or 5% from the subscription size noted on the subscriber’s Disclosure Form. The size of a subscription may be changed subsequent to the initial enrollment without a new Disclosure Form provided that the new subscription size remains within the greater of 1 kW or 5% from the originally disclosed subscription size. Note that any subscription size changes must also be reflected with the interconnecting utility.

As it may be challenging to secure subscriptions with sizes that add up to the exact AC capacity of a community solar project, if a project is less than 100% subscribed the Approved Vendor may allocate the remaining capacity among any enrolled subscribers. Note that this allocation of capacity and subscription changes will also need to be updated with the interconnecting utility so that subscription sizes match. If, as a result of this process, such a subscription size change triggers the requirement for a new Disclosure Form, the Approved Vendor may make a request to the Program Administrator that a new signed Disclosure Form be provided within 30 days after the subscription change rather than prior to the change.

A subscriber can be submitted for a given community solar project only if that subscriber has signed a Community Solar Disclosure Form for that project or for a project to be determined at a later date. A Disclosure Form is required for a given subscriber to count towards the number of subscribers that a community solar project has. Please refer to the [Adjustable Block Program Marketing Guidelines for Community Solar](#) for information on how to properly present and acquire customer execution of the Adjustable Block Program Community Solar Disclosure Form.

Additional required details for each subscriber consist of the following:

- Subscriber's name – carried over from the Disclosure Form, cannot be edited
- Subscription size – must be no less than 0.2 kW AC, no more than 40% of a project’s AC size (800kW AC for a 2MW AC project if the project is not specified at the time of Disclosure Form generation), and within the larger of 5% or 1kW of the subscription size indicated on the Disclosure Form
- Subscriber's utility – carried over from the Disclosure Form, cannot be edited
- Last 5 digits of subscriber's utility account number or if within Ameren territory, the unique ID number

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- Subscription start date – this is the date that the subscription was submitted to subscriber’s utility, not the date on which the utility approved or initiated the subscription
- Subscriber Type – residential, small commercial, large commercial/industrial, government, or non-profit

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