



# GUIDEBOOK

A Guide to the Process for Selling a New Distributed Generation Solar System with Ag Technologies, Inc.



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## **OVERVIEW**

Solar has grown exponentially and so have the list of requirements expected to be gathered by our sales force. This creates an increase in the processing of paperwork and thus prolonging overall project timelines.

This booklet serves as a guide to what is needed by our office, from our sales force to best serve the customers applying for solar. After six months have passed from the date listed on the Cover Page of this booklet a review will be held to update the booklet in accordance with any new requirements. Up until the time of review our office will take into consideration any constructive criticism and/or feedback from our sales force and administrative staff.

The goal of this booklet is to prepare you for the steps involved with selling, applying, and installing a new solar system for your customer. While the Ag Technologies, Inc. office will do its best at making this process as streamline as possible, it is to be understood by all parties that each system sold is handled on a case-by-case basis. Therefore, all timelines are estimated and may not reflect the actual timeline it takes for a project to become fully approved.

We greatly appreciate all efforts in helping make this process as easy and simple as possible.

Thank you!

### **MATERIALS NEEDED**

When a customer approves a quote, please obtain a copy of the customer's electric bill. Next, once all the information below is collected send it to our office by emailing it to the Assistant Office Manager and Office Manager. Once all the information below is received, the Interconnection and Permit applications will be processed. Please allow 1-2 weeks per project for us to put this paperwork together and send to the appropriate recipient.

1. Legible copy of entire electric bill.
2. Solar site address and site map showing:
  - a. Well
  - b. Septic
  - c. Utility meter
  - d. Solar disconnect
  - e. Electrical tie in path
  - f. Service voltage
  - g. Phase
  - h. Electrician
  - i. Internet availability
  - j. Backup generator (if applicable)
3. Customer's phone number and email address are **REQUIRED**.
4. Tax exemption must be proven by providing the proper form issued by the customer's state of residence.
5. Proof of Liability Insurance
6. Pre-Install Site Photos – AEP CUSTOMERS ONLY.
7. Post-Install Site Photos:(to be sent once installation is complete and electrician wired)
  - a. Placards
  - b. Utility meter with placards
  - c. One photo of the entire solar energy system



## ILLINOIS

### Standard Disclosure Form

***The Standard Disclosure Form must be signed and submitted to the ABP before signing of any other contracts.*** It will be sent to the customer in two formats (only one signed form need be returned):

1. PDF for wet sign
2. Electronic signature via Illinois Shines Portal.

Application Part I submission to be generated only after the disclosure is signed.

### Prevailing Wage

Refer to section 1-75(c)(1)(Q) of the IPA Act (20 ILCS 3855) as modified by Clean Energy Jobs Act (CEJA) for specific details on Prevailing Wage. With the passing of this law on 9/15/2021, all solar within Illinois are considered 'public works' and effected by Prevailing Wage unless one of the following apply:

- a. It is a Large DG project (greater than 25 kW AC) that was on a waitlist as of the Program's reopening on **12-14-2021**.
- b. The project:
  - i. Serves a single-family or multi-family **residential** building. If so, one of the following is required:
    1. Electric bill showing residential rate
    2. Residential property classification
    3. 75% of site energy use is residential
  - ii. Serves a **house of worship** and is **not greater than 100 kW AC** (combined with any projects located on the same parcel).
- c. Projects (Large or Small) that demonstrate construction was completed before the passing of Prevailing Wage requirements on September 15, 2021.

If prevailing wage is required for the project, it will be reflected in the system purchase price. Once the project is complete and commissioned, Ag Technologies, Inc. will submit the Certified Transcripts of Payroll to the Program Administrator. Prevailing Wage rates will need to be posted at the job site at the time of installation.

***\*If the customer has an electrical provider that does not offer true Net Metering an Unavailability of Net Metering Credits Form will be sent along with the Standard Disclosure Form and must be signed before any other sale or installation contracts.***

## **TIMELINES: UTILITY & PERMITS**

### **Interconnection Application – 4-10 Weeks**

1. The utility Interconnection Application will be submitted once the required information is received.
- ➔ Once installation is complete and wiring has been done by the electrician, the salesman must call the office to verify it has been completed and email the appropriate post-installation photos.

### **Permit Application – 3-9 Weeks**

**This timeline does not include applications that are required to go before a Zoning Board.**

1. The permit application will be submitted once the required information is received.
- ➔ Once installation is complete the salesman must call the office confirming completion so the office can contract the AHJ for any final inspections.

**811/J.U.L.I.E.** – The salesman is to **notify the office 2 weeks in advance of any planned installation for locate requests. Otherwise, the office will handle installation planning and notify the salesman of installation timing.**

***\*NOTE: Some AHJ's require inspections to be performed while the utility is present. The utility is required to schedule this inspection. It is our job to notify the utility of their responsibility.***

## **TIMELINES: ILLINOIS**

### **Illinois Adjustable Block Program [ABP] – 12-22 Months**

1. The Standard Disclosure Form must be signed before the signing of any other contracts.
2. **Part I Submission – 4-8 Months**
  - a. The Ag Technologies, Inc. office will submit Part I application once the Standard Disclosure Form is signed. The Program Administrator has 3-4 months to review the application. Once approved, the application will be submitted in a batch of applications to the Illinois Commerce Commission [ICC]. The ICC has 1-3 weeks to verify the batches. After ICC verification, 4 weeks is given for the purchasing utility to create a Contract with the Approved Vendor. Once the Contract is received by Ag Tech, we will begin to generate the SREC Contracts.
3. **Part II Submission – 4-8 Months**
  - a. After Ag Tech receives ICC verification of the application, post installation documents will be submitted to the ABP in the Part II application. The Program Administrator has 3-4 months to review and approve the application.
4. **Payment – 4-6 Months**
  - a. Once the Program Administrator approves Part II of the application the customer is qualified to receive payment. Payment is dispersed in quarters and will be sent at the next available quarter.

*\*NOTE: The Program Administrator can request information at any time on a project application during review. This can extend the timeline of a project.*

## **GLOSSARY**

**Approved Vendor** – *An entity approved by the Program Administrator to submit project applications to the Adjustable Block Program and act as counterparty to the ABP contracts with the utilities.*

**Authority Having Jurisdiction [AHJ]** – *The organization, office, or individual responsible for approving layout drawings, equipment, and installation or a procedure. Usually, the AHJ is the building and/or fire official of the city or county which the job site is located*

**Batch** – *The minimum size of a submission to the Adjustable Block Program, normally 100 kW with exceptions for the first submission of certain Approved Vendors.*

**Bill of Sale** – *This is the form with 'Invoice' stamped in the top right corner of the form. It is a necessary form for Ag Technologies, Inc. to show proof of sale and purchase agreement.*

**Co-located** – *This refers to a DG system that is located on one parcel and an addition is requested on the same parcel.*

**Distributed Generation** – *A system which is located on-site, behind a customer's meter, and used primarily to offset a single customer's load; it cannot exceed 5,000 kW AC in size.*

**House of Worship** – *A facility that is used exclusively by a religious society or body of persons as a place for religious exercise or religious worship and that is exempt from taxation pursuant to Section 15-40 of the Property Tax Code [Illinois].*

**Illinois Commerce Commission [ICC]** – *Illinois Commerce Commission (see 220 ILCS 5); the State Agency charged with regulating public utilities in Illinois, as well as approving aspects of the Adjustable Block Program.*

**Interconnection Agreement** – *An agreement with the utility to interconnect the distributed generation system to the utility's distribution system.*

**Interconnection Application** – *An application generated by the electric utility for the request of interconnecting into the utility's distribution system.*

**Liability Insurance** – *Provides protections against claims resulting from injuries and damage to people and/or property.*

**Prevailing Wage** – *A minimum compensation level set by the Illinois Department of Labor by county for construction activities related to public works. Section 1-75(c)(1)(Q) of the IPA Act (20 ILCS 3855) as modified by Climate and Equitable Jobs Act (Public Act 102-0662) requires that individuals engaged in the construction of applicable projects submitted to the Adjustable Block Program (ABP) are paid the relevant prevailing wage.*

## **GLOSSARY**

Program Administrator – *The IPA’s designee responsible for running day to day operations of the Adjustable Block Program. InClima has been designated the Program Administrator.*

REC Delivery Contract – *Agreement between an Approved Vendor and a utility counterparty (i.e., Ameren Illinois, ComEd, or MidAmerican) for the delivery of and payment for RECs from ABP projects. The 2019 REC Delivery Contract, published in January 2019, and the 2021 REC Delivery Contracts (2021 15-Year REC Delivery Contract and 2021 20-Year REC Delivery Contract), published in December 2021, differ in terms.*

Renewable Energy Certificate [REC] – *The environmental attributes represented by 1 MWh of electricity generated by a renewable generator [A Solar Renewable Energy Certificate or SREC is the same but generated solely from solar].*

SREC Contract – *Agreement between Approved Vendor and SREC Seller/System Owner for the delivery of and payment for RECs from the specified solar generator. The SREC Contract details will be based from the REC Delivery Contract.*

Site Plan – *An overhead plan indicating location of solar arrays, utility meter, solar disconnect switch, electrical tie-in, and underground objects such as well and septic [the final version of the site plan will include a title block of the system and customer information].*

Solar Contract Agreement – *\*This form is only for Illinois customers. It is a requirement by the Illinois Adjustable Block Program. This is documentation of binding site control.*

Standard Disclosure Form – *\*This form is only for Illinois customers. It defines the purchase agreements and REC Pricing for Annual Energy Output of the proposed solar system in the purchase agreement.*

## APPENDIX

Check box when completed/received.

	Legible copy of customer <i>electric bill</i> .
	<b>Site map and site address with:</b> <input type="checkbox"/> well, <input type="checkbox"/> septic, <input type="checkbox"/> utility meter, <input type="checkbox"/> solar disconnect, <input type="checkbox"/> electric tie in path, <input type="checkbox"/> service voltage, <input type="checkbox"/> phase, <input type="checkbox"/> electrician, <input type="checkbox"/> internet availability, <input type="checkbox"/> backup generator (if applicable)
	Customer phone number.
	Customer email address.
	Tax Exemption Form
	Proof of Liability Insurance
	Pre-Install Site Photos – <b>AEP CUSTOMERS ONLY</b>
	Post-Install Site Photos <input type="checkbox"/> Placards <input type="checkbox"/> Utility meter <input type="checkbox"/> Solar Disconnect <input type="checkbox"/> One photo of the entire solar energy system displaying all panels in a way that they can be counted