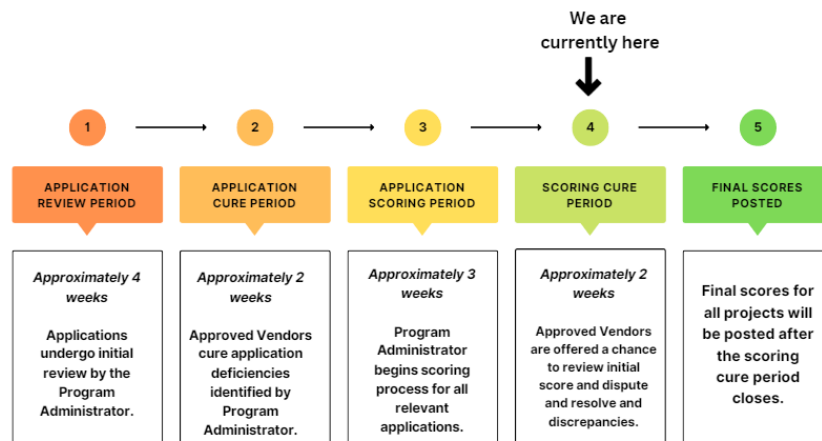


Annual Reports Guide, CDCS Updates, and Long-Term Plan Feedback Requests

June 23, 2023

Program News

- Annual Reports** - AVs participating in Illinois Shines are required to submit an Annual Report pertaining to the contracts and systems in their portfolio. **Annual Reports will open on July 1, 2023 and are due no later than July 17, 2023. Failure to submit an Annual Report is an Event of Default under the REC Contract and could impact an AV's standing in the Program.** To support Program participants, an [Annual Report Guide](#) has been published on the Program's website. An informational webinar was held Tuesday, May 9, 2023, and the [recording](#) and [presentation slides](#) have been uploaded to the [Program Year Updates page](#).
- Community-Driven Community Solar Application Review and Scoring Process** - The Program Administrator has completed the application scoring period. Community-Driven Community Solar projects entered the scoring cure period on [May 26, 2023](#). AVs, please check your SharePoint folders for more information regarding the curing of any *Need Info* requests related to project scores. Please respond promptly so the scoring cure process be completed on time. The Agency anticipates the next steps in this process with the following schedule in effect, pending prompt responses from AVs:
 - June 26, 2023 – Release Scores, begin two-week appeal period (the Program Administrator is still working with AVs on open items but expects to be done on Monday, June 26, 2023)
 - July 7, 2023 – Deadline for AVs to submit appeals to Program Administrator
 - July 17, 2023 – Appeals determinations released to Approved Vendors
 - July 26, 2023 – Random selection event for tied scores (if necessary)
 - July 29, 2023 – Final scores published



The Community-Driven Community Solar application window for the 2023-2024 Program year closes August 30, 2023 (90 days after start of Program year). Please see Section 5 of the [Program Guidebook for more information](#). Applications will not be accepted after close of the application window.

- Traditional Community Solar Application Review and Scoring Process** - Applications submitted after November 1, 2022 and up until May 31, 2023 are in the process of being reviewed in the order they were submitted and scores will be issued to AVs approximately two weeks after projects are reviewed. Projects that have scored a minimum of five points will be added to the waitlist in the order they were submitted. If a project does not receive a minimum score of five points, the application is not eligible to be waitlisted but can reapply to the Program at any time.
- Minimum Equity Standard (MES) Compliance Plans** - MES Compliance Plans were due June 1, 2023 and **any plans that have not been submitted ARE OVERDUE**. Failure to comply with this Program requirement **may result in disciplinary action**. The Program Administrator is currently working to score submitted plans. AVs

and Designees can expect to be notified of their MES Score by the end of June. If you have not submitted your MES Compliance Plan, please contact the Program Administrator at admin@illinoisabp.com for assistance.

- **Long-Term Plan Update** - The Illinois Power Agency has issued two sets of requests for stakeholder feedback as the Agency prepares to develop its 2024 Long-Term Renewable Resources Procurement Plan. The linked information in the Stakeholder Feedback table below provides due dates, background on the various feedback requests for stakeholder input, additionally the links provide details for how to submit responses. Stakeholders may respond to any of these subjects or submit feedback on any other topic related to the Agency's work. Chapters 7 and 10 are directly applicable to the Illinois Shines program requirements.

The [June 8 stakeholder feedback request subjects](#) are listed below. Comments are due **June 29, 2023**, and the draft of the Plan will be released for public comment on August 15, 2023.

- [Chapter 7: Illinois Shines](#)
- [Chapter 8: Illinois Solar For All](#)
- [Chapter 10: Diversity, Equity, and Inclusion](#)
- [REC Pricing Study by Sustainable Energy Advantage](#)

Ongoing Operations Updates

- **Part II Verification Cut Off for June** - To allow time for invoice calculation and generation, the last valid Part II verification date for June will be June 25, 2023. Applications that are Part II verified on or before **June 25** will be on the July invoice. Application processing will continue throughout the last week of the month and any applications that are reviewed between June 26, 2023 and July 24, 2023 will be invoiced in August.
- **Portal Tips and Tools** - Below are tips to assist those submitting applications:
 - **Need Info** - Resolving the high *Need Info* volume and resulting delays in application approvals remains a high priority. The *Need Info* Working Group has analyzed data to identify the Top Reasons for *Need Info* application status (applications reviewed May 20 – June 7, 2023) which include:
 - Part I Top *Need Info* reasons
 - Inverter Issue (inacceptable size/model)
 - Disclosure Form electronic signatures missing
 - Entering system sizes in wrong size (w vs. kW)
 - Part II Top *Need Info* reasons
 - Number of panels different between application and photo
 - Module - Rated capacity of the module model does not match the array details entered Certificate of Completion issue (relationship of parties unclear; not signed by utility)
 - Standing order missing or Standing order status in GATS or M-RETs is "Rejected"
 - Meter - photo missing (solar production needed); Meter make/model differ between photo and application
 - Inverter - model number missing; photo of each inverter missing

Application Processing Updates

- **Application Processing Tables** - The Program Administrator updates the application processing tables at IllinoisABP.com/project-application-reports/ on Mondays, Wednesdays, and Fridays. On June 22, 2023, the Program Administrator published its newest [Weekly Detail on Application Processing Progress announcement](#), including updated processing tables and staffing and portal improvements. For questions about specific project applications, please contact the Program Administrator at admin@illinoisabp.com.

Ongoing Program Portal Updates

- Ongoing portal updates can be found at IllinoisABP.com/portal-updates/, and a library of portal help guides can be found at IllinoisABP.com/portal-help/.

Updates on Portal Issues, Improvements, and Future Releases

- The planned system maintenance windows on **Tuesday and Thursday evenings (from 8:00 p.m. to 10:00 p.m. CPT) will extend through June**. During these maintenance windows, the Portal is expected to be unavailable to users, which the Program Administrator and Agency hope will be minimally disruptive to Program participants. **Any users working in the portal should save their work prior to the 8:00 p.m. CPT start of the system maintenance window each day, as any unsaved information will be lost when the system is moved into maintenance mode.** In the event that portal restoration is unexpectedly incomplete as of 10:00 p.m. CPT on a given evening, an update notice will be sent to AVs and Designees.

Development Focus	Details	Planned or Actual Delivery
Enhancements, Features and Bug Fixes		
Change DF Helper Text to a lighter shade of grey	Helper Text (Example values displayed in form fields before a user starts typing to demonstrate what kind of information is being asked for) was previously displayed in a dark grey text that was sometimes hard to distinguish from text entered by users, which displays in black. The lighter color of grey now used should make it easier for users tell at a glance which fields still need to be populated while completing forms.	June 15, 2023
CSV DF Upload CSV Project name	Corrects an issue preventing Project names used by other vendors from uploading and creating DFs successfully.	June 15, 2023
Estimated Date of Operation dropdown option	<ul style="list-style-type: none"> • Dropdown displays "N/A - Project is already operational" as a selection. • When selected, the PDF displays "N/A - Project is already operational" for the question "Refund of any payments made if the project is not operating by <est start date>". 	June 15, 2023
DF CS Provider Contact Information Website field validation	Validation to require the website entry to contain "." and does not allow "..".	June 15, 2023
PDF - Alternative Retail Electric Supplier ARES price	Require price in cents/kWh and populate to the PDF as cents/kWh.	June 15, 2023
Part I Application address validation	Allow either Address or Latitude/Longitude: <ul style="list-style-type: none"> • Address is required if Lat/Long is not entered. • Address is not required if Lat/Long is entered. 	June 15, 2023
Total Amount Paid Calculation on DG Purchase DFs created via CSV	On the DG Purchase DFs created from CSV, when a user selected that a fee will be charged to the customer to cover the collateral, on the generated PDFs, that fee amount was not being properly added to the "total amount paid" box at the end of the "Project Purchase Information and Costs" section. This has been corrected and the "total amount paid" will now include fees charged to the customer to cover the collateral.	June 8, 2023
Development Focus	Details	Planned or Actual Delivery
Required Functionality		
Program year (PY) 2023-2024 Updated Disclosure Forms	Implementation of updated English covering all DG and CS.	June 1, 2023 for Program year opening.

Requirements and Reminders

- **Stakeholder Feedback** - This table outlines current and forthcoming proposals and feedback requests:

Proposal or Feedback Topic and Link to Details	Request for Comment Released	Deadline for Comment	Results or Updates to Request
Long-Term Plan: Chapter 3: REC Portfolio/RPS Budget and Goals Chapter 4: REC Eligibility Chapter 5: Competitive Procurements Chapter 6: Self-Direct program Chapter 9: Consumer Protection	May 26, 2023	June 16, 2023. Comments have been shared at the Agency's website .	Draft Plan to be released expected August 15, 2023.

<p>Long-Term Plan: Chapter 7: Illinois Shines Chapter 8: Illinois Solar For All Chapter 10: Diversity, Equity, and Inclusion REC Pricing Study by Sustainable Energy Advantage</p>	<p>June 8, 2023</p>	<p>June 29, 2023</p>	<p>Draft Plan to be released expected August 15, 2023.</p>
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- **Illinois Power Agency Issues Request for Approved Vendors and Installer Designees Interested in Serving Stranded Illinois Shines Distributed Generation Customers** - As previously [announced](#), the Program Administrator is continuing to review submissions on a rolling basis for entities interested in serving stranded customers. The Program Administrator is especially interested in identifying AVs and/or installer Designees that are willing to assist stranded customers specifically with project maintenance/repair work. Please see the full [Request for AVs and Designees](#), including details regarding the opportunity to support stranded customers, eligibility requirements, and anticipated responsibilities.
- **Illinois Solar for All Extends Deadline for Residential Solar Pilot RFP Submissions** - The Illinois Solar for All Program Administrator is extending the deadline to submit responses for the re-issued [Residential Solar Pilot RFP](#) to **Tuesday, June 27, 2023, by 5 p.m. CPT**. Responses must be submitted using the [Online Response Form](#). Qualified and eligible solar companies are encouraged to apply as AVs for the Waukegan and Carbondale-Marion Micropolitan areas. [Watch the webinar](#) for more information on Residential Solar Pilot RFP.
- **Program Administrator Office Hours** - AVs and Designees experiencing technical difficulties with use of the portal or in resolving other challenges are invited to utilize open Office Hours that the Program Administrator offers via Zoom, using a waiting room format to support meetings with individual AV or Designee teams for privacy. Upcoming Office Hours include the following dates and times with more dates expected to follow, using Join link: <https://energy-solution.zoom.us/j/95588710302Co>
 - Wednesday, June 28, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, July 5, 10:00 a.m. – 11:00 a.m. CPT

REMINDER: All Program updates can be found on the [Program Updates webpage](#), and a new [Events & Engagement](#) page at the Program website provides a calendar of upcoming webinars, meetings, support, feedback requests, key dates, holidays, and more. Please visit [IllinoisABP.com/events-engagement/](https://illinoisabp.com/events-engagement/) for continuous updates.

CONTACT US: For portal, application, or Program-specific questions and inquiries, please contact admin@illinoisabp.com or call 877-783-1820.