# Annual Reports, CDCS Scores, TCS Application Review and Scoring Process
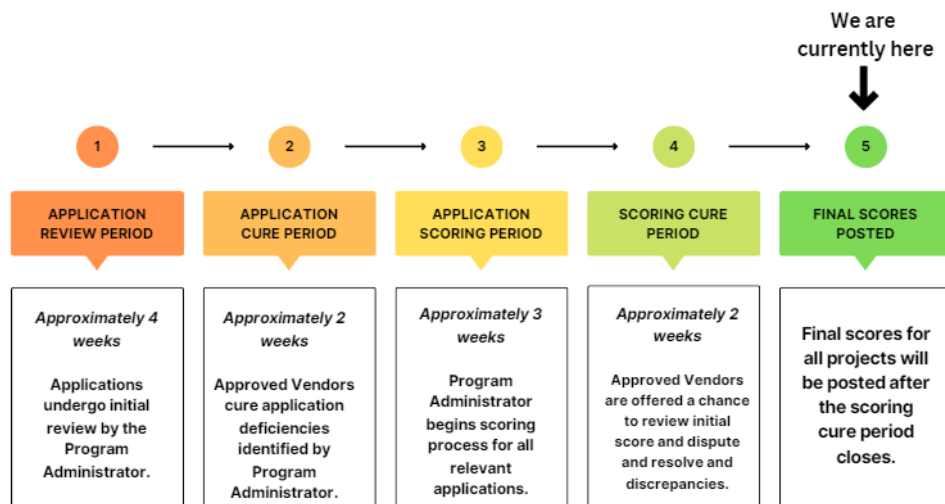
## June 30, 2023

### Program News

- **Annual Reports -** AVs participating in Illinois Shines are required to submit an Annual Report pertaining to the contracts and systems in their portfolios. **Annual Reports will open tomorrow, Saturday, July 1, 2023 and are due no later than 11:59 p.m. CST, Monday, 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.**
    - o AVs should monitor the inbox of their organization's primary email address for the official invitation to submit their annual reports.
    - o To support Program participants, an Annual Report Guide has been published on the Program's website.
    - o 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 Scores -** The Program Administrator released scores on Monday, June 26, 2023.  These scores will be used to determine which projects will be selected for a REC contract once random selection (if needed) takes place. The scores and a full announcement regarding the scoring process were posted on the Program website on the Solar Project Categories page under the CDCS sub-section.

  AVs have two weeks from June 26, 2023 to appeal project scoring. Submitted appeals must be received by the Program Administrator at admin@illinoisabp.com, by **11:59 pm CPT July 10, 2023**. As the determination of appeals may influence a project's final score, and thus possibly the final selection of projects, all appeals must be reviewed by the Agency within a distinct timeframe. The Agency intends to have all submitted appeals determined by July 18, 2023, subject to the quantity and substance of appeals submitted.

  The Agency anticipates the next steps in this process with the following schedule in effect, pending prompt responses from AVs:
    - o June 26, 2023 – Release Scores, begin two-week appeal period
    - o July 10, 2023 – Deadline for AVs to submit appeals to Program Administrator
    - o July 18, 2023 – Appeals determinations released to AVs
    - o July 26, 2023 – Random selection event for tied scores (if necessary)
    - o July 29, 2023 – Final scores published



- **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 **will 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.

- **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. The waitlist will be published weekly on the Block Capacity Dashboard webpage.
- **July REC Invoicing Opens July 1, 2023 -** REC invoices and Quarterly Netting Statements will be made available for download from AV SharePoint folders on the morning of July 1, 2023. Invoices must be submitted to the utility by July 10, 2023 to receive payment for the July invoice period. Any invoice amounts not submitted to the utility by July 10, 2023 will be carried forward and included in the next invoice period (October 2023).

## Ongoing Operations Updates

- **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 28, 2023, the Program Administrator published the latest Weekly Detail on Application Processing Progress announcement, which included updated processing tables and staffing and portal improvements. As shared in the announcement weekly emails will be discontinued but data on processing progress will continue to be posted to the Program website three times a week including *Need Info* updates. 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 July**. 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** | | |
| Spanish Translated Version of DFs. | The Spanish language version of DF PDFs for the 2023 Program year have been released. The Spanish Language version can be selected by checking the "Export PDF in Spanish?" option when creating a DF. | June 29, 2023 |
| Make Utility Dropdown lists in DFs unique to CS and DG versions. | Previously both CS and DG DFs included the same list of options for the Utility company drop down selector. Going forward the Utility Dropdown on the CS DF will only include 3 options (Ameren Illinois, ComEd, and Jo-Carroll) whereas DG will include 6 options (Ameren Illinois, ComEd, MidAmerican, Mt. Carmel, Municipal Utility, and Rural Electric Cooperative). This will help prevent selection of an invalid Utility Company Option when creating a DF. | June 29, 2023 |
| Cascading Drop Downs for "Municipal Utility" and "Rural Electric Cooperative" utility names on DG DFs. | On DG DFs, when "Rural Electric Cooperative" or "Municipal Utility" is selected as the utility, a new field with a drop-down list of all known Municipal Utilities or Rural Electric Cooperatives will display. If the needed utility is not present, selecting "other" from this list will display a free entry text field to enter the name of the new utility. This will help standardize the names used for Municipal Utilities and Rural Electric Cooperatives for better reporting and alignment with Groups A or B. | June 29, 2023 |
| Prompt for Group A/Group B selection when selecting "other" for Utility in DG Project Applications. | When selecting "Other" as the name of a Municipal Utility or Rural Electric Cooperative in a DG Project Application, the system will now prompt to also select a "Utility Region", either ‚ÄúMiso Group A‚Äù or ‚ÄúPGM Group B‚Äù in addition to the Utility's Name. This will help ensure all Project Applications are aligned with a program block. | June 29, 2023 |
| AV Project Workbench Application Workbench view errors. | Issue: On AVs' Project Applications workbench, statuses "*Need Info*", "Reviewed", "Withdrawn", "Updated", "Consumer Protection Hold", and "Not Accepted" were not properly populating in the "Part 2 Status" column and were missing appropriate action buttons.<br><br>Resolution: All Part 2 Statuses have been updated to show appropriate status badges and action buttons. The dropdown menu can also be used to filter applications by status. | June 29, 2023 |
| DF eSignature Recipient Name and Email not populating on DFs created from CSV Upload. | DFs created from CSV upload were not populating the customer's name or email address in the eSignature section, requiring these fields to be manually entered when completing eSignature. This has been corrected and will now populate on creation of the DF from a CSV file upload. | June 29, 2023 |
| Community Solar DF API: Refund Type field. | This issue was specific to DFs created via the API (from 3rd party software integrations). The Refund Type field is a dropdown list with 5 options (No Refund, Partial Refund, Full Refund, N/A - no payments until project is operating, and N/A - Project is already operational). Previously when "N/A - project is already operational" was selected, the API was converting the value to "N/A - no payments until project is operating". This has been corrected and the API will now accept all 5 values. | June 29, 2023 |
| Community Solar DF API: invoice_type, name_1, amount_1, when_applicable_1 fields. | This issue was specific to DFs created via the API (from 3rd party software integrations).<br><br>The following fields, which were not previously populating when creating a Community Solar DF via the API, will now populate when specified in the API call.<br><br>&bull; invoice_type | June 29, 2023 |

| | | |
|---|---|---|
| | • name_1<br>• amount_1when_applicable_1 | |
| Set Customer Information Section status back to "in progress" for unsubmitted DFs created prior to June 1 with incomplete data in new section 1 fields. | DFs created prior to Jun 1st, when the new version of the DF template was released, that are missing data in the new mandatory fields in Section 1, will have the section 1 status set back to in-progress to ensure these fields are completed before the rest of the disclosure form is completed and submitted. | June 29, 2023 |
| **Development Focus** | **Details** | **Planned or Actual Delivery** |
| **Required Functionality** | | |
| Program year (PY) 2023-2024 Updated DFs | 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:<br>Chapter 3: REC Portfolio/RPS Budget and Goals<br>Chapter 4: REC Eligibility<br>Chapter 5: Competitive Procurements<br>Chapter 6: Self-Direct program<br>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. |
| Long-Term Plan:<br>Chapter 7: Illinois Shines<br>Chapter 8: Illinois Solar For All<br>Chapter 10: Diversity, Equity, and Inclusion<br>REC Pricing Study by Sustainable Energy Advantage | June 8, 2023 | June 29, 2023 | Draft Plan to be released expected August 15, 2023. |

- **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.
- **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, July 5, 10:00 a.m. – 11:00 a.m. CPT
  - ○ Wednesday, July 12, 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/ for continuous updates.

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