2024 Long-Term Plan Draft Release, Designee Management Plans, TCS Timeline for 2023-24 Projects

August 18, 2023

Program News

- **Long-Term Plan Update -** As announced on August 15, 2023, the Agency has released the draft 2024 Long-Term Plan for public review and comment. The Agency anticipates the next steps in this process with the following schedule. The IPA welcomes public comments on the draft 2024 Long-Term Plan. **Written comments are due on Friday, September 29.** The Agency will also hold a virtual public hearings for the draft 2024 Long-Term Plan on September 15.
    - Final Draft Release for stakeholder feedback - August 15, 2023
    - Virtual public hearings - September 15, 2023. Meeting information for public hearing for each utility's service area can be found here.
    - Stakeholder comments due to IPA - September 29, 2023
    - Filing with ICC - October 20, 2023
    - ICC Order Expected - February 19, 2024
- **Designee Management Plans -** Section X.B.1 of the Consumer Protection Handbook states that "[e]very Approved Vendor that works with or uses Designees is required to have and follow a Designee Management Plan as of September 1, 2023," and provides details on required plan components. The Program Administrator shared additional guidance on this requirement on August 9, 2023. With the **September 1, 2023**, deadline fast approaching, AVs are encouraged to reach out to the Program Administrator at admin@IllinoisShines.com with any questions in meeting this Program requirement.
- **Traditional Community Solar (TCS) Timeline for Projects submitted June 1, 2023 -** The Agency anticipates 2023-2024 TCS project selection to follow the steps below. Since there is 0 MW of capacity in Group A available, projects submitted to Group A will be added to the waitlist, pending a minimum score of 5 points. . Projects submitted to Group B will be selected for capacity after November 2, 2022- May 31, 2023 scored projects. Capacity for Group B TCS will be 114.62 MW (unallocated capacity available upon the 2023-24 Program Year opening) minus the capacity of projects submitted to the Program between November 2, 2022- May 31, 2023.
    - August 23, 2023 – Release scores, begin two-week appeal period
    - September 6, 2023 – Deadline for AVs to submit appeals to Program Administrator
    - September 18, 2023 – Appeal determinations released to AVs and any changes to scores will be published on the website
    - September 20, 2023 – Random selection event for projects with tied scores
    - September 22, 2023 – Final scores published
- **Illinois Power Agency Webinar - - *Bring Solar to School: Benefits, Challenges, and Opportunities -*** Please join the Illinois Power Agency on **Thursday, August 31** at 12:00 p.m. CST for the Power Hour Webinar, *Bring Solar to School: Benefits, Challenges, and Opportunities.* Webinar speakers include Audrey Steinbach, Senior Program Manager for Illinois Shines; Matt Seaton, Chief Financial Officer, Illinois State Board of Education; Gabriela Martin, Program Director (Energy), Illinois Clean Energy Community Foundation; and Mia Korinke, Campaign Mobilization Director, Climate Jobs IL. During the webinar, the speakers will highlight how public schools (K-12) can take advantage of state incentives to install solar, discuss challenges that schools face to go solar, and will highlight opportunities and best practices for solar adoption. Register link: https://us06web.zoom.us/meeting/register/tZIvcO-pqTsuE9VjgesFJ_eXbUmYfqi_V9fA#/registration
- **Program Year 2023-2024 Community-Driven Community Solar (CDCS) -** The CDCS application window for the 2023-2024 Program Year closes at 11:59 p.m. CST on **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 until the next Program Year. Waitlisted projects from the 2022-2023 Program Year will receive 2023-2024 capacity. After capacity is awarded to those projects, there will be 1.5 MW of capacity available for Group A (all 2023-24 projects will go on a waitlist if point minimum is reached)

and 17.53 MW of capacity available for Group B projects submitted in the 2023-2024 Program Year. The August 4, 2023 announcement included reminders for a successful CDCS application submission.

- **EEC Program News -** Recent Equity Eligibility Contractor (EEC) updates have included the following:
  - **Update on Certification of EEC AVs and Designees -** Initially posted on August 11, 2023
  - **EEC Developer Cap -** Initially posted on July 14, 2023
  - **Update on Certification of EECs -** Initially posted on July 21, 2023
  - **Clarification on Advance of Capital Requests for EECs -** Initially posted on July 28, 2023

Ongoing Operations Updates

- **Part II Verification Cut-Off for August -** To allow time for invoice calculation and generation, the last valid Part II Verification date for August will be ==August 25, 2023.== Applications that are Part II verified on or before August 25, 2023 will be included in the September invoicing period. Application processing will continue throughout the last week of the month and any applications that are reviewed between August 26, 2023 and August 31, 2023 will be invoiced in October. **For CS projects, due to additional invoice calculations that need to be done, the last valid Part II Verification date for August will be today, ==August 18, 2023==**.

Application Processing Updates

- **Application Processing Tables -** The Program Administrator updates the application processing tables at IllinoissShines.com/project-application-reports/ on Mondays, Wednesdays, and Fridays. For questions about specific project applications, please contact the Program Administrator at admin@IllinoisShines.com.
- **Application Tips and Tools -** Following up from previous guidance, the Program Administrator continues to support stakeholders in avoiding project applications going into *Need Info* status. Below are several tips for stakeholders to keep in mind when filling out applications.
  - The Program Administrator continues to identify the most common causes of *Need Info* requests resulting from AV submission on project applications. These include:
    - Double check that the system size is entered in kW (not Watts).
    - If a customer does not have an email address, AVs/Designees need to fill out a DF email address waiver. The AV/Designee email address should not be entered in the customer email address field.
    - Consider having the DF open when entering the application information. If information is entered that is different from what is on the DF, please add a comment in the Part I Overview or in the Part II Differences section. Unexplained data discrepancies between the DF and the application results in a high percentage of applications moving to *Need Info* status.

Ongoing Program Portal Updates

- Ongoing portal updates and a library of portal help guides can be found at IllinoisShines.com/portal-updates-help-guides/
  - ### 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 September==. 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		
Update 'Required Part 2 Documents' Table when conditions change to remove	When completing a Part 2 Application, if an Approved Vendor revises answers to previously completed questions that had triggered a document requirement, but the revised answer should not require that document, the	August 17, 2023

documents that are no longer required	table will now update to remove the document requirement if the given document has not already been uploaded/attached. This should simplify the Part 2 application submission process.	
Show 'Subject to prevailing wage' field to Approved Vendors (AVs)	Subject to Prevailing Wage field will be made visible to AVs on Part 2, Section 3 of the project application. This field is derived based on project data and will not be editable by AVs. For all projects subject to prevailing wage, AVs will be required to upload Certified Transcripts of Payroll during part 2 submission.	August 17, 2023
Make prevailing wage document required	AVs will be required to upload their 'Certified Transcripts of Payroll' documents during Part II application submission for all projects that are subject to prevailing wage.	August 17, 2023
API Bugfix: Create Disclosure Form - Invoice Type field: correct selection mapping	**Scope**: This issue was specific to the API which allows AVs and Designee companies to build integrations between their own custom software applications and the IL Shines Portal. This issue DID NOT affect users who were logging into the IL Shines Portal directly to create Disclosure Forms either by filing in forms on the portal manually or uploading a CSV template. **Issue**: When an API call made to create a disclosure form included the key value pair '"invoice_type" : "Customer chooses paper or electronic",', the Disclosure form created had the Invoice Type of 'Electronic' **Correction**: When an the API call is made to create a disclosure form that includes the key value pair '"invoice_type" : "Customer chooses paper or electronic",' the Disclosure form created will have the Invoice Type 'Customer chooses paper or electronic'	August 17, 2023

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
Draft 2024 Long-Term Renewable Resources Procurement Plan	August 15, 2023	September 29, 2023	

- **Mentorship Pilot Interest Form -** The Agency and Program Administrator will launch a Mentorship Pilot program in Fall 2023, with the goal of fostering relationships between market participants and empowering small businesses, Diverse Business Enterprises (DBEs), and Equity Eligible Contractors (EECs) with the tools and training to successfully participate in Illinois Shines. Entities interested in participating in the Mentorship Pilot are asked to complete a form available at https://forms.office.com/r/dMTyxVyLJi by **September 1, 2023.** There are a limited number of slots available for the first cohort of the Mentorship Pilot, and mentees will be selected on a first come, first serve basis.
- **DG DF API Working Group - Call for Participation and Feedback -** The Agency and Program Administrator seek engagement from stakeholders regarding usage, functionality, and feedback on the development of a Distributed Generation (DG) Disclosure Form (DF) API (Application Programming Interface) to be incorporated into the Program portal; a Community Solar DF API was recently added to the Program portal. For those who have expressed interest, an initial meeting of the DG DF API Working Group is expected to take place the week of August 28, 2023, with further detail to come. Participation is still welcomed by interested AVs and Designees.
- **IPA Issues Request for AVs and Installer Designees Interested in Serving Stranded Illinois Shines DG Customers -** As previously announced, the Program continues to review submissions on a rolling basis for entities interested in serving stranded customers, with particular interest in identifying AVs and/or installer Designees willing to assist stranded customers 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 -** Existing and prospective AVs and Designees who have Programmatic questions, project application inquiries, or are experiencing technical difficulties the portal or other Program or seek support in resolving other challenges are invited to attend open Office Hours offered by the Program Administrator via Zoom each week, using a waiting room format to support meetings with individual AV or

Designee teams for privacy. Upcoming Office Hours and join link: https://energy-solution.zoom.us/j/95588710302Co

- o Wednesday, August 23, 10:00 a.m. – 11:00 a.m. CPT
- o Wednesday, August 30, 10:00 a.m. – 11:00 a.m. CPT
- o Wednesday, September 6, 10:00 a.m. – 11:00 a.m. CPT

REMINDER: All Program updates can be found on the Program Updates webpage, and a new Vendor Forums & Key Dates page at the Program website provides a calendar of upcoming webinars, meetings, support, feedback requests, key dates, holidays, and more. Please visit IllinoisShines.com/vendor-forums-feedback/ for continuous updates.

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