

Long-Term Plan Comments Due Today, Group A Small DG Soft Close, Reminder: Cure Annual Report Deficiencies by October 13, 2023

September 29, 2023

Program News

- **Stakeholder Feedback Opportunities**
 - **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 IPA welcomes public comments on the draft 2024 Long-Term Plan. **Written comments are due today, Friday, September 29, 2023.** The Agency anticipates the next steps in this process with the following schedule:
 - August 15, 2023 - Final Draft Release for stakeholder feedback
 - September 15, 2023 - Virtual public hearings
 - September 29, 2023 - Stakeholder comments due to IPA
 - October 20, 2023 - Filing with ICC
 - February 19, 2024 - ICC Order Expected
 - **Approved Vendor Roundtables** - The Program Administrator sent out an email on September 22, 2023, to announce the next round of AV Roundtables for each project Category of the Illinois Shines program. These Roundtables follow the successful inaugural Roundtables held in Spring 2023 where AVs provided valuable perspectives to Illinois Shines. The Program Administrator requests that AVs complete the [survey](#) by **today, September 29, 2023 by 11:59 p.m. CPT.**
 - **Illinois Shines AV and Designee Satisfaction Survey - Responses Requested by October 6, 2023** - The survey link was shared on [September 22, 2023](#) and you can access the survey [here](#).
- **Distributed Generation Program News** - Recent Distributed Generation Program updates include the following:
 - **Group A Small Distributed Generation Block Reaches Capacity, Soft Close Period Initiated** - As announced on [September 26, 2023](#), the annual block of capacity for Group A Small Distributed Generation was reached and a soft close period was initiated, allowing the block to remain open for seven additional calendar days or until the submission of 10 additional megawatts, whichever comes first. The soft close period began on Tuesday, September 26, 2023, and will extend until **October 3, 2023 at 11:59 p.m. CPT, or when 10 megawatts have been reached.** Any applications batched and submitted to the Program under Group A Small DG block after the soft close capacity is reached **OR** after **October 3, 2023 at 11:59 p.m. CPT** will be placed on a waitlist. As a reminder an announcement on Group A DG capacity availability was distributed on [September 6, 2023](#).
 - **Distributed Generation (DG) Disclosure Form (DF) Application Programming Interface (API) Working Group Underway** - A kickoff meeting was held September 18, 2023, which yielded valuable participation and feedback from participating entities. Further development based on the input provided at the meeting is underway, and the second meeting of the Working Group will be scheduled as soon as development proceeds. AVs and Designees interested in participating should email the Program Administrator at admin@IllinoisShines.com.
- **Reminder: Final Date to cure Annual Report Deficiencies is October 13, 2023** - Under all versions of the REC Contract, the last day to cure Annual Report discrepancies is **October 13, 2023**. It is crucial that AVs respond to any requests to cure outstanding discrepancies by October 13, 2023 to ensure alignment between Program Administrator, AV, and Contracting Utility records as the finalized data will be used for various contract compliance items, including Three-Year Rolling Average Drawdown calculations. In the absence of

confirmation from AVs on these items, Program Administrator records will be used. No cures can be made beyond October 13, 2023 and the data will be considered final. The Program Administrator has distributed emails to AVs with discrepancies for the items listed below.

- Collateral balance by Contracting Utility
- RECs delivered by each system
- Energized systems that have not delivered a REC
- Systems that are not yet Energized
- Community Solar subscriber data
- **Community Solar Program News** - Recent Community Solar Program updates include the following:
 - **Program Year 2023-24 Community Driven Community Solar (CDCS)** - As shared on [September 1, 2023](#), the Program Administrator has begun to review project applications and will continue to share updates as they move through the process of application review and scoring. Detailed information will soon be shared and posted to the Program website's [CDCS Hub](#). The Agency anticipates 2023-2024 CDCS project selection to follow the steps below.
 - August 31, 2023 - September 22, 2023 - Application Review (*approximately 3 weeks*)
 - September 23, 2023 - October 6, 2023 - Application Cure Period (*approximately 2 weeks*)
 - October 7, 2023 - October 27, 2023 - Application Scoring Period (*approximately 3 weeks*)
 - October 28, 2023 - November 10, 2023 - Application Scoring Cure Period (*approx. 2 weeks*)
 - November 15, 2023 - Release scores, begin two-week appeal period
 - December 1, 2023 - Deadline for AVs to submit appeals to Program Administrator
 - December 15, 2023 - Appeal determinations released to AVs and any changes to scores will be published on the website
 - December 20, 2023 - Random selection event for projects with tied scores (if necessary)
 - December 22, 2023 - Final Scores published
- **EEC Program News** - Recent Equity Eligibility Contractor (EEC) updates include the following:
 - **Equity Investment Eligible Community (EIEC) Map Updated** - Initially posted on [September 28, 2023](#)
 - **Advance of Capital Authorizations Temporary Pause** - Initially posted on [September 13, 2023](#)
 - **EEC Waitlists** - Initially posted on [September 1, 2023](#)
 - **Update on Certification of EEC AVs and Designees** - Initially posted on [August 11, 2023](#)
 - **Clarification on Advance of Capital Requests for EECs** - Initially posted on [July 28, 2023](#)
 - **Update on Certification of EECs** - Initially posted on [July 21, 2023](#)
 - **EEC Developer Cap** - Initially posted on [July 14, 2023](#)
- **Consumer Education and Protection**
 - **Consumer Protection Working Group** - The Agency and its Program Administrators for Illinois Shines and Illinois Solar for All will host the October Consumer Protection Working Group meeting on October 6, 2023 at 10:00 a.m. CPT. The Working Group's meeting agendas, Zoom links, and a participation interest form can be found on the [CP Working Group page](#) of the Illinois Shines Program website.
 - **Reminder to Register Designees/Nested Designees** - Initially posted on [September 15, 2023](#)
 - **When Are Net Metering Waivers Applicable?** - Initially posted on [September 8, 2023](#)
 - **Disclosure Forms (DFs) - When New DFs are Needed, Signatory Requirement Exceptions, and Portal Inputs** - Initially posted on [August 25, 2023](#)

Ongoing Operations Updates

- **October REC Invoicing Opens October 1, 2023** - REC invoices and Quarterly Netting Statements will be made available for download from AV SharePoint folders on the morning of **October 1, 2023**. Invoices must be submitted to the utility by **October 10, 2023** to receive payment for the October invoice period. Any invoice

amounts not submitted to the utility by October 10, 2023 will be carried forward and included in the next invoice period (January 2023).

- **Part II Verification Cut Off for October** - To allow time for invoice calculation and generation, the last valid Part II Verification date for October will be October 24, 2023. Applications that are Part II verified on or before October 24, 2023 will be included in the November invoicing period. Application processing will continue throughout the last week of the month and any applications that are reviewed between October 25, 2023 and October 31, 2023 will be invoiced in December 2023.
- **Re-Batching for ICC Meetings** - In advance of each submission of batches to the ICC for approval, AVs are provided the opportunity to review the projects that are about to be submitted for re-batching. During re-batching, AVs have the opportunity to withhold or re-batch projects. In the absence of any action by an AV, the Program Administrator will re-batch the projects at their discretion and submit eligible projects to the ICC.

It is extremely important that AVs review their re-batching files on SharePoint to indicate any re-batching preferences, but especially requests to withhold projects from submission. The Program Administrator alerts AVs by email when they have projects that are eligible for re-batching and planned to be submitted to the ICC in the next memo. Unfortunately, sometimes these communications are missed and projects are submitted to the ICC despite an AVs intent to hold a project back.

The Program Administrator requests that AVs who believe they may want to withhold or re-batch projects mark their calendars and review SharePoint folders for re-batching templates. This way, if any email alerts are missed, AVs are still aware of the dates that re-batching opens and can check if any projects are in the upcoming ICC submission. Below are re-batching windows for the rest of 2023:

Re-Batching Opens for AVs	Election Deadline – 12:00 CPT (Re-batching closes for AVs)	Trade Date (ICC Meeting Date)
9/19/2023	9/21/2023	10/5/2023
10/2/2023	10/4/2023	10/19/2023
10/17/2023	10/19/2023	11/2/2023
10/30/2023	11/1/2023	11/16/2023
11/13/2023	11/15/2023	11/30/2023
11/28/2023	11/30/2023	12/14/2023

Application Processing Updates

- **Application Processing Tables** - Application processing tables are maintained at IllinoisShines.com/project-application-reports/. Effective the week of September 18 these tables are now updated daily. For questions about specific project applications, please contact the Program Administrator at admin@IllinoisShines.com.
- **Application Tips and Tricks** - Supplementing previous guidance, the Program Administrator seeks to continue supporting stakeholders in the avoidance of project applications entering *Need Info* status.
 - **Required Meter Photo** - There is frequently confusion around the required **meter photo**. Stakeholders should keep the following in mind when submitting application documentation:
 - When the inverter and meter are two different pieces of equipment, a photograph of the **solar dedicated meter** (*NOT the utility meter*) is required.

- The photograph must clearly show current cumulative lifetime meter reading or, if the meter does not a physical display, a screenshot of the monitoring portal with the lifetime meter reading is acceptable.
- If a screenshot is used, it must be from the meter portal and not the inverter portal.
- The cumulative lifetime meter reading must be greater than zero.

For help in avoiding these common application mistakes please contact the Program Administrator at admin@IllinoisShines.com.

Ongoing Program Portal Updates

- Ongoing portal updates, a Portal Development Roadmap, and a library of 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 October**. 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. **On October 12, 2023 the maintenance window will extend through 6:00 a.m. CPT on October 13, 2023** to accommodate additional releases.

Development Focus	Details	Planned or Actual Delivery
Enhancements, Features and Bug Fixes		
DG Purchase Disclosure Form – Question 87 and 86	When creating Disclosure Forms, if "no" is entered for question 86: "Is the installation contract contingent upon the selection for the Adjustable Block Program incentive?", then question 87: "Will the pricing terms change if the project is not selected for the Adjustable Block Program incentive?" is not be required to be answered. Prior to this fix, the portal was returning an error in the CSV upload process requiring question 87 even when the answer to question 86 was "no". The CSV upload process will now only require question 87 to be answered when question 86 is answered with a value other than "no".	September 29, 2023
Customer Email Requirements	Customer/subscriber email addresses on CS and DG Disclosure Forms is no longer required by the portal form, CSV upload, or API.	September 29, 2023
On the Purchase Lease DF, users can now save and continue without filling in the required boxes "First Lease Payment" and "Final Lease Payment" in the Project Lease Information section.	New Validation will require values greater than zero for DG Lease, and DG PPA forms.	September 29, 2023
Branding	The portal now reflects the Program's refreshed branding.	September 29, 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	

- **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>
 - Wednesday, October 4, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, October 11, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, October 18, 10:00 a.m. – 11:00 a.m. CPT

REMINDER: All Program updates can be found on the [Program Updates webpage](#), and a [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.