

Reminder: Cure Annual Report Deficiencies by Today, Updated CDCS Timeline, Application Status Update

October 13, 2023

Program News

- **Reminder: Final Date to cure Annual Report Deficiencies is today, October 13, 2023** - Under all versions of the REC Contract, the last day to cure Annual Report discrepancies is **11:59 p.m. CPT today, 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 after that date. 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 CS Program updates include:
 - **Program Year 2023-24 Community Driven Community Solar (CDCS)** - The Program Administrator has completed the Application Review and Scoring Period for all 2023-24 CDCS applications ahead of the original schedule and Preliminary Scores were shared October 6, 2023. Preliminary Scores are not published on the Program website but are shared with individual AVs who submitted applications. AVs have **until 11:59 p.m. CPT on October 23, 2023**, to cure all scoring *Need Info* requests. The Agency shared the following revised, anticipated 2023-2024 CDCS project selection schedule:
 - August 31, 2023 – September 22, 2023 – Application Review
 - September 23, 2023 – October 6, 2023 – Application Cure Period & Application Scoring
 - October 6, 2023 – Release Preliminary Scores
 - October 6, 2023 – October 23, 2023 – Application Scoring Cure Period
 - October 30, 2023 – Release scores, begin two-week appeal period
 - November 13, 2023 – Deadline for AVs to submit appeals to Program Administrator
 - November 29, 2023 – Appeal determinations released to AVs and any changes will be published to the website
 - December 6, 2023 – Random selection event for projects with tied scores (if necessary)
 - December 6, 2023 – Final scores published
- **Distributed Generation Program News** - Recent DG Program updates include:
 - **DG Disclosure Form (DF) Application Programming Interface (API) Working Group** - Following the Working Group kickoff on September 18, 2023, further development based on the input provided at the kickoff meeting continues, and the second meeting of the Working Group will be scheduled soon. AVs and Designees interested in participating should email the Program Administrator at admin@IllinoisShines.com.
- **New Disclosure Form CSV Template Available** - New CSV templates for Disclosure Forms have been updated to the Program portal, and are also available at the Program website's [Program Documents page](#), in the

Disclosure Forms sub-section. As a reminder, participating entities should always ensure they download the current version of the CSV template from the Program portal.

- **EEC Program News** - Recent Equity Eligibility Contractor (EEC) updates include the following:
 - **Equity Investment Eligible Community (EIEC) Map Updated** – Posted on [September 28, 2023](#)
 - **Advance of Capital Authorizations Temporary Pause** - Posted on [September 13, 2023](#)
 - **EEC Waitlists** - Posted on [September 1, 2023](#)
 - The **EEC Project Category Hub** has previous updates listed on: [Update on Certification of EEC AVs and Designees](#), [Clarification on Advance of Capital Requests for EECs](#), [Update on Certification of EECs](#), and [EEC Developer Cap](#).
- **Consumer Education and Protection**
 - **Reminder to Register Designees/Nested Designees** - Posted on [September 15, 2023](#)
 - **When Are Net Metering Waivers Applicable?** - Posted on [September 8, 2023](#)
 - **Disclosure Forms (DFs) - When New DFs are Needed, Signatory Requirement Exceptions, and Portal Inputs** - Posted on [August 25, 2023](#)

Ongoing Operations Updates

- **Re-Batching for ICC Meetings** - In advance of each submission of batches to the ICC for approval, AVs are provided 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)
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

- **Extended Part II Application Processing Times** - In recent weeks, the Program Administrator has received an unusually high number of Small DG Part II applications. Due to these recurring high volumes week over week, Part II application review time is currently approximately three and a half weeks, exceeding the typical target of two-week processing. To address the queues and resume meeting the two-week processing target, the

Program Administrator has shifted resources to add capacity to the Part II processing team. The Program Administrator continues to prioritize the review of applications based upon the submission date.

The Program Administrator is committed to restoring review times to the typical timeframes that AVs, Designees, and underlying customers expect. AVs and Designees are asked to remember that applications that are incomplete or contain discrepancies from Part I applications will take longer to process and will result in Need Info requests, which require complete and timely AV responses to verify the application. The Program Administrator is available to support AVs and Designees with application questions and appreciates the patience of stakeholders as we calibrate resources to meet application processing needs.

- **Application Processing Tables** - Application processing tables are maintained at IllinoisShines.com/project-application-reports/. These tables are updated daily. For questions about specific project applications, please contact the Program Administrator at admin@IllinoisShines.com.
- **Application Status Update** - Two new statuses are now live in the portal and will show in AV project reporting. These statuses are:
 - **Technical Review:** The application is being reviewed by our technical team. This may include technical items related to the system such as battery schematic reviews. This status is intended to provide better clarity than “Reviewed,” which was the previous status used for applications undergoing technical review. Turnaround time on technical reviews is approximately two weeks.
 - **NI Unresponsive AV:** The application has a pending *Need Info* (NI) request. An application would be placed in this status after the AV had been contacted about the *Need Info* request four times by email and the Program Administrator tried to contact the AV by telephone. If the AV remains unresponsive to the request after the phone call attempt, this project will be placed in "NI Unresponsive AV" status until a response is received.

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.

Development Focus	Details	Planned or Actual Delivery
Enhancements, Features and Bug Fixes		
AVs unable to re-enter missing data in Part II applications with blank sections	Several Part II applications with blank values in sections 2-4 were not saving new values when revised. The revised data would cache in the user's local browser and appear to have saved, but it never saved to the database. When the user logged out and back in, the original record in the database would display with the blank values. This has been corrected and changes to existing Part II applications are now consistently saving to the database.	October 13, 2023
Part I (Section 1) did not produce validation error for states other than Illinois	Part I application form should only allow 'Project Locations' in the state of Illinois. When creating a Part I application, the user was not being presented with a validation error when entering a state other than Illinois in the 'Project Location' address details. This has been corrected and the system will now return a message "Projects can only be in Illinois. Please type IL or Illinois." when a	October 13, 2023

	value other than IL or Illinois is entered in the state field for the address of the 'Project Location'.	
PVWatts error handling - address not found	Added error messaging during application submission when PVWatts fails to calculate due to issues with the address.	October 13, 2023
Validation popup was missing in Part II (Section 1)	Part II Array information was allowing bifacial modules to be left blank. Also, Part II minimum shading requirement was allowed to be left blank. This fix added validations to require that information before allowing users to save.	October 13, 2023
The Proprietary Information Attestation on Project Applications moved to Part II	The Proprietary Information attestation has been moved from Part I to after 'Total Project Cost' in Part II (Section 4), as this attestation should only apply to that question.	October 13, 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.	Comments for Chapter 7, 9, and 10 have been posted at the Program's website. All other comments have been shared at the Agency's website.

- **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 next steps in this process are:
 - October 20, 2023 – IPA to file the 2024 Long-Term Plan with ICC, which opens a docketed proceeding
 - February 19, 2024 - ICC Order Expected
- **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.
- **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, are experiencing technical difficulties with the Program portal, or seek support in resolving other challenges are invited to attend open Office Hours offered by the Program Administrator each week. These Zoom meetings use 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 18, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, October 25, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, November 1, 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.