

Filing of 2024 Long-Term Plan, Upcoming Expiration of 180 Day Public Schools Capacity Prioritization by Size and Tier/Location, Designee Renewal Process

October 27, 2023

Program News

- **180-Day Prioritization Window for Public Schools Subcategories Closes on November 28, 2023** - As stated in the [Program Guidebook](#) Section 1.D, Public Schools projects are allocated by Group, Tier, location, and project size. With separate allocations to Groups A and B, 70% of capacity will be allocated to schools categorized as Tier 1 and Tier 2 schools located within Environmental Justice Communities (EJCs), and 30% will be allocated to Tier 3 and Tier 4 schools not located within EJCs. The Guidebook includes a table with public school block sizes for the 2023-24 Program Year on page 13. If any of the allocations are not filled within the first 180 days of the Program Year, public school projects will be accepted on a first come, first serve basis regardless of Tier, EJC location, or project size. The 180-day prioritization window closes on **November 28, 2023**.
- **Designee Renewal Process** - Section 2.G of the [Program Guidebook](#) states that “Designees must renew their registration once a year. As part of this process, Designees will submit their training materials and certifications showing that their agents have been trained in accordance with Program requirements.” Examples of applicable training materials include PowerPoints, handouts, and other resources shared with Designee agents for Program-related training. Designee renewals are due on November 30, 2023, for all Designees and Nested Designees that registered in the Illinois Shines program before August 1, 2023. If a Designee or Nested Designee is no longer participating in Illinois Shines, it should use the renewal form to indicate this, and it will be removed from the Program. **It is the AV’s responsibility to ensure that their Designees and Nested Designees are compliant with this Program requirement;** non-compliance may result in the Program Administrator requesting the AV provide its Designee Management Plan for Program Administrator review, and possible additional responses as set out in the Consumer Protection Program Violation Response Matrix located in Section X.D. of the [Consumer Protection Handbook](#). Any Designees and Nested Designees that do not renew their status will receive a Notice of Potential Violation and may be subject to disciplinary action. The application for Designee renewal can be found at this link: <https://forms.office.com/r/NJF18YrAnT>.
- **Distributed Generation Program News** – Recent DG Program updates include:
 - **DG Disclosure Form (DF) Application Programming Interface (API) Working Group** – Following a kickoff on September 18, development on the API has continued and the second DG DF API Working Group meeting will be held **October 30, 2023, from 2:30 – 3:30 p.m. CPT**. Additional meetings will be held on November 3, 2023, and November 17, 2023. AVs and Designees interested in participating should email the Program Administrator at admin@IllinoisShines.com.
- **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 giving AVs until October 23, 2023 to cure all scoring *Need Info* requests. Preliminary Scores are not published on the Program website but are shared with individual AVs who submitted applications. [The Agency shared](#) the following revised 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
- **New Disclosure Form (DF) CSV Template Available** - As previously shared, new DF CSV templates have been updated in the Program Portal, and at the Program website's [Program Documents page](#). Participating entities should always ensure they download the current version of the CSV template from the Program Portal.
- **EEC Program News** - Recent Equity Eligible 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**
 - **Consumer Protection Working Group** - The Agency and its Program Administrators for Illinois Shines and Illinois Solar for All will host the November Consumer Protection Working Group meeting on **November 3, 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](#) on the Program website.
 - The Vendor-oriented [Consumer Protection Requirements and Resources Hub](#) contains important information and links, including information on Net Metering Credits and Vendor DF Resources. Recent updates include : [Reminder to Register Designees/Nested Designees](#), [When Are Net Metering Waivers Applicable?](#), and [Disclosure Forms \(DFs\) - When New DFs are Needed, Signatory Requirement Exceptions, and Portal Inputs](#).

Ongoing Operations Updates

- **November REC Invoicing Opens November 1, 2023** - REC invoices and Quarterly Netting Statements will be made available for download from AV SharePoint folders on the morning of November 1, 2023. Invoices must be submitted to the utility **by November 10, 2023** to receive payment for the November invoice period. Any invoice amounts not submitted to the utility by November 10, 2023 will be carried forward and included in the next invoice period (February 2023).
- **2023 Annual Report Collateral Drawdowns** - With the Annual Report cure period closed as of October 13, 2023, the Program Administrator has finalized Annual Report data, including REC delivery data. Over the coming weeks, the Program Administrator will calculate collateral Drawdowns using the 3-year rolling average process. Systems with a Delivery Term start date of June 1, 2020 or prior will be included in the Drawdown calculations. The Delivery Term starts on the first day of the month following the delivery of the first REC. Once Drawdown calculations are complete, they will be provided to the contracting utilities by November 15, 2023 for review and communication to AVs. Further information about this process can be found in section 6(d) of the [2019 REC Contract](#) (begins on page 8).

- **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 and for the first part of 2024:

Re-Batching Opens for AVs	Election Deadline – 12:00 CPT (Re-batching closes for AVs)	Trade Date (ICC Meeting Date)
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
12/14/2023	12/18/2023	1/3/2024
12/28/2023	1/2/2024	1/17/2024
1/12/2024	1/17/2024	1/31/2024
1/23/2024	1/25/2024	2/8/2024
1/31/2024	2/2/2024	2/20/2024
2/20/2024	2/22/2024	3/7/2024

Application Processing Updates

- **Extended Part II Application Processing Times** - In early October 2023, the Program Administrator 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.

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 – Beginning the week of October 30, 2023, the planned system maintenance windows on Tuesday and Thursday evenings will be extended an additional hour (from 8:00 p.m. to 11:00 p.m. CPT) through November.** 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 some cases, Portal availability may resume earlier than 11:00 p.m. CPT, though **AVs and Designees should plan on the full three hours.** In the event that portal restoration is unexpectedly incomplete as of 11:00 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		
DG Purchase Disclosure Form	In any of the DG CSV Uploads, Question 87 should not be required if Question 86 is answered "Yes".	October 27, 2023
Text Update - New Heading on Pop-up window to obtain Disclosure Form Signatures.	This is a simple text change intended to improve usability/more specifically describe actions available on this page. The Title/Heading on the Pop-Up Form used to obtain an e-signature for a disclosure form or upload a PDF of a Signed Disclosure Form has been updated from "Edit Disclosure Form" to "Obtain Disclosure Form Signature". This form can be accessed from the Disclosure Form Dashboard (Menu: Vendor>Disclosure Forms>View & Menu: Designee>Disclosure Forms>View) by selecting the ellipsis menu in the Action Column of any Disclosure Form and selecting the "Obtain Signature" option.	October 27, 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.	The filed 2024 Long-Term Plan and Redline between the Draft 2024 Plan and Filed 2024 Plan, along with stakeholder 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 [October 23, 2023](#), the IPA filed the 2024 Long-Term Plan with the ICC October 20, 2023. Stakeholders can engage with the filed 2024 Long-Term Plan in [Docket 23-0714](#) following the ICC's rules of practice. Please keep in mind that the filed 2024 Plan is not finalized upon filing and anything contained within the Plan should be considered preliminary. The Agency expects a final order from the ICC regarding any contested issues in the 2024 Long-Term Plan no later than February 20, 2024, which will contain the final determination on any contested issues. Then the Agency will publish a final 2024 Long-Term Plan in compliance with that final order, marking the conclusion of this process. Stakeholders can

access the [filed 2024 Long-Term Plan](#) and [Redline between Draft 2024 Long-Term Plan and Filed 2024 Long-Term Plan](#) on the [Program Documents page](#) on the website.

- **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, November 1, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, November 8, 10:00 a.m. – 11:00 a.m. CPT
 - Wednesday, November 15, 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.