

**PLEASE NOTE - THIS TEMPLATE IS NOT TO BE USED TO SUBMIT A YEAR-END REPORT. THE PROGRAM ADMINISTRATOR WILL RELEASE A MICROSOFT FORM ON MAY 1, 2024 FOR SUBMISSIONS. THIS TEMPLATE IS SIMPLY TO PROVIDE TRANSPARENCY ON THE INFORMATION THAT WILL BE COLLECTED THROUGH THE FUTURE-RELEASED FORM.**

**Illinois Shines Program  
Minimum Equity Standard (MES) Year-End Report  
Program Year 2023-24  
February 27, 2024**

For Program Year 2023-24, at least 10% of the project workforce for each entity participating in the Illinois Shines/Adjustable Block Program must be composed of [Equity Eligible Persons \(EEPs\)](#). With the exception of Equity Eligible Contractors (EECs), all Approved Vendors (AVs) and Designees participating in the 2023-24 Illinois Shines Program are required to comply with this requirement. For more information on the Minimum Equity Standard, please visit [www.illinoisshines.com/equity-accountability-system/](http://www.illinoisshines.com/equity-accountability-system/).

The MES Year-End Report is intended for your organization to document compliance with this requirement. Required data and information include:

- AV/Designee Information
- Project workforce total
- Project workforce demographic information
- Equity Eligible Person total, including proof of EEP eligibility and any supporting documentation (e.g., for individuals that qualify based on residency in an EIEC, proof of residency)
- Description of outreach efforts employed to recruit EEPs
- Job training program graduate hiring data, Illinois-based workforce diversity data
- Other data previously collected during the AV Annual Report (AVs only)

**Please complete the form below to submit your MES Year-End Report for review by the Program Administrator.** Asterisks indicate required sections. Any supplemental documents including Equity Eligible Person attestations and supporting documentation, should be submitted to [mes@illinoisshines.com](mailto:mes@illinoisshines.com). Please include "[entity name] MES Documentation" in the subject line.

Failure to submit an MES Year-End Report by the July 15, 2024 deadline will result in escalation to the Program Administrator's Consumer Protection Team consistent with Sections X.C-D of the Consumer Protection Handbook. Failure to comply may risk future good standing in the Program and may result in disciplinary action.

Please note that the MES Year-End Reports, once submitted, will become public records that may be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140); as such, if any information within this MES Compliance Plan should be protected from disclosure, please indicate in response to question X of this form what information, if any, is proprietary, privileged, or confidential, and the disclosure of that information would cause competitive harm. Any personally identifiable or private information contained in EEP attestations and supporting documents will be held confidential and exempt from disclosure under Sections 7(b) and 7(c) of the Illinois Freedom of Information Act.



Approved Vendor and/or Designee Company Name

Approved Vendor and/or Designee ID #(s)

Name of Person Completing Form

Job Title of Person Completing Form

Email of Person Completing Form

During the 2023-24 Program year (June 1, 2023 – May 31, 2024), did your organization submit projects to Illinois Shines, perform construction on a previously Part I approved project, conduct any sales or marketing activity for projects that have been or will be submitted to the Program, manage subscriptions for a community solar project that holds a REC contract (including projects approved prior to the passage of CEJA), maintain a project on a waitlist, or otherwise conduct business on a project seeking or that holds a REC contract?

*If you answer 'no', you do not need to complete the rest of the form. Choosing 'no' to this question will complete your submission. No further action in regard to the MES is required from your organization for Program Year 2023-24.*

Total number of employees/workers on Illinois Shines projects during the 2023-24 program year.

*Please exclude employees/workers of Designees that your organization worked with on projects this year. For the purposes of the MES, "project workforce" includes: employees, contractors and their employees, and subcontractors and their employees, whose job duties are directly required by or substantially related to the development, construction, and operation of a project that is participating in or intended to participate in the IPA administered programs and procurements. This shall include both project installation workforce and workforce in administrative, sales, marketing, and technical roles where those workers' duties are performed in Illinois.*

**Illinois Shines Workforce Demographic Information**

Please provide total numbers of individuals in your total Illinois project workforce that belong to each of the following demographic groups.

*Make sure that the totals provided in this section add up to the total project workforce number provided in question X. Please enter all answers numerically e.g., "0" instead of "none".*

Gender

- Male
- Female
- Other/Non-Binary

Race

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander
- Hispanic or Latino
- Multiracial

**Equity Eligible Persons (EEPs)**

Total number of EEPs in your Illinois project workforce for the 2023-24 program year.

*An Equity Eligible Person (“EEP”) is a person that “would benefit most from equitable investments by the State designed to combat discrimination,” and CEJA provided four specific characteristics that would qualify a person as an EEP:*

- *Graduates or current or former participants in the Clean Jobs Workforce Network Program, Clean Energy Contractor Incubator Program, Illinois Climate Works Preapprenticeship Program, Returning Residents Clean Jobs Training Program, or the Clean Energy Primes Contractor Accelerator Program, and the solar training pipeline and multicultural jobs program created by FEJA*
- *Persons who are graduates of or currently enrolled in the foster care system*
- *Persons who were formerly incarcerated*
- *Persons whose primary residence is in an equity eligible investment community*

*Only individuals who fit within these criteria will count as Equity Eligible Persons.*

If available, please provide the total number of EEPs in your Illinois project workforce that belong to each of the following employment classifications. Make sure that the totals provided in this section add up to the total number of EEPs in your Illinois project workforce number provided in question X. Please enter all answers numerically e.g., “0” instead of “none”.

- Full-Time Employees
- Part-Time Employees
- Temporary/Seasonal Employees
- Independent Contractors

Please provide the full names of individuals in your total project workforce who have registered as EEPs in the Energy Workforce Equity Portal.

*The Energy Workforce Equity Portal can be accessed here: <https://energyequity.illinois.gov/>*

Please provide the full name of individuals you would like to count as EEPs that have not registered as such in the Energy Workforce Equity Portal. Follow the directions below to ensure proper certification of those individuals as EEPs.

*For any EEPs in your organization’s total Illinois project workforce who are **not** registered in the Energy Workforce Equity Portal as EEPs, forward the attestation link below for signature by the EEP. Completed attestations should be sent by the Approved Vendor/Designee to the Program Administrator ([mes@illinoisshines.com](mailto:mes@illinoisshines.com)). Please note: supplemental documentation is required for EEPs who qualify based on graduation from a participating workforce training program, or whose primary residence is located in an Equity Investment Eligible Community. Acceptable documentation is described below. All personally identifying information and private information will be held confidential.*

***Please note the EEP attestation is under development. Additional guidance is forthcoming.***

- *For EEPs who qualify based on graduation or current participation in a qualifying workforce training program, please provide either an acceptance letter from the training provider (for current participants), or a certificate of completion from the training provider (for graduates).*
- *For EEPs who qualify based on primary residence, please provide the individual’s driver’s license, utility bill, lease, mortgage agreement, or other similar documentation for the Program Administrator to verify the individual’s eligibility.*



**Equity Eligible Contractor Partnerships and Outreach**

Did you partner with Equity Eligible Contractor Approved Vendors or Designees for project applications associated with your organization?

*Equity Eligible Contractors are designated as such on the AV/Designee directories found on our Program website: <https://illinoisshines.com/find-an-av-or-designee/>*

- Yes
- No

If yes, please list the name(s) of the EEC AV and/or Designee(s).

Please report steps taken to implement the plan for local outreach to increase the utilization of EEPs as outlined in the organization’s MES Compliance Plan. The report should also reflect any major differences from the Minimum Equity Standard Compliance Plan such as new and innovative ways to provide employment opportunities to low-income participants and residents within the Environmental Justice Communities.

Please identify which responses in this form (#X-XX) contain proprietary, privileged or confidential information, the disclosure of which would cause competitive harm.

Is your company an Approved Vendor, Designee or both?

- Approved Vendor
- Designee
- Both

If your company is an Approved Vendor, please list any Designees your company works with.

- Open text field

If your company is a Designee, please list any Approved Vendors or Nested Designees your company works with.

- Open text field

**Job Training Graduate Hiring for Development of Illinois Shines Projects – Direct Data**

*Direct data means hiring and employment by the company submitting this report, e.g., staff on the company’s payroll.*

*For companies that are LLCs without any employees, this hiring and employment information should be reported at the parent company level. Reporting should be limited to activities undertaken in relation to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program.*

*Clearly differentiate between information that is not available (“N/A”) and where the response is that no one was hired (“0”). Please enter all applicable answers numerically e.g. “0” instead of “none”. For information that is not available, please provide an explanation in the narrative on why the information was not available.*

*This data is being collected for use by the Illinois Power Agency. Participation in these programs does not necessarily qualify an individual as an EEP. Note that participation in the Craft Apprenticeship Program does not qualify an individual as an EEP.*



Solar Training Pipeline Program - # Full-Time

Solar Training Pipeline Program - # Part Time

Solar Training Pipeline Program - # Temporary/Seasonal

Solar Training Pipeline Program - # Independent Contractors

Solar Training Pipeline Program - # Hired (Total)

Solar Training Pipeline Program – Average Wage (\$/hour in format 00.00)

Craft Apprenticeship Program - # Full-Time

Craft Apprenticeship Program - # Part Time

Craft Apprenticeship Program - # Temporary/Seasonal

Craft Apprenticeship Program - # Independent Contractors

Craft Apprenticeship Program - # Hired (Total)

Craft Apprenticeship Program – Average Wage (\$/hour in format 00.00)

Multi-Cultural Jobs Program - # Full-Time

Multi-Cultural Jobs Program - # Part Time

Multi-Cultural Jobs Program - # Temporary/Seasonal

Multi-Cultural Jobs Program - # Independent Contractors

Multi-Cultural Jobs Program - # Hired (Total)

Multi-Cultural Jobs Program – Average Wage (\$/hour in format 00.00)

**Job Training Hiring for Development of Illinois Shines Projects – Direct Data Narrative**

*Please provide a narrative response below.*

*Direct data means hiring and employment by the company submitting this report, e.g., staff on the company's payroll.*

*This narrative should include efforts undertaken to recruit/hire trainees (including successes as well as challenges found), whether trainees were hired on a temporary or permanent basis or a part-time or full-time basis, job training program graduate retention rates, any layoffs of job training program graduates, and if available any information on the hiring of job training program graduates who are returning citizens or foster care alumni. If graduates other than those in the three FEJA categories (Solar Training Pipeline Program, Craft*



*Apprenticeship Program, and Multicultural Jobs Programs) were used, a description of the other training program(s) should be included. A separate narrative is required for Direct and Indirect activities.*

*Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.*

Do you have Indirect Data to Report?

*Indirect data means hiring and employment conducted by subcontractors that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program. Indirect data does NOT include information on Designees.*

- Yes
- No

**Job Training Graduate Hiring for Development of Illinois Shines Projects – Indirect Data**

*Indirect data means hiring and employment conducted by the company’s subcontractors that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program. Subcontractors can include but are not limited to installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program.*

*Clearly differentiate between information that is not available (“N/A”) and where the response is that no one was hired (“0” or “None”). For information that is not available please provide an explanation in the narrative on why the information was not available. Please enter all answers numerically e.g. “0” instead of “none”.*

*This data is being collected for use by the Illinois Power Agency. Participation in these programs does not necessarily qualify an individual as an EEP.*

Solar Training Pipeline Program - # Full-Time

Solar Training Pipeline Program - # Part Time

Solar Training Pipeline Program - # Temporary/Seasonal

Solar Training Pipeline Program - # Independent Contractors

Solar Training Pipeline Program - # Hired (Total)

Solar Training Pipeline Program – Average Wage (\$/hour in format 00.00)

Craft Apprenticeship Program - # Full-Time

Craft Apprenticeship Program - # Part Time

Craft Apprenticeship Program - # Temporary/Seasonal

Craft Apprenticeship Program - # Independent Contractors

Craft Apprenticeship Program - # Hired (Total)



Craft Apprenticeship Program – Average Wage (\$/hour in format 00.00)

Multi-Cultural Jobs Program - # Full-Time

Multi-Cultural Jobs Program - # Part Time

Multi-Cultural Jobs Program - # Temporary/Seasonal

Multi-Cultural Jobs Program - # Independent Contractors

Multi-Cultural Jobs Program - # Hired (Total)

Multi-Cultural Jobs Program – Average Wage (\$/hour in format 00.00)

Job Training Hiring for Development of Illinois Shines Projects – Indirect Data Narrative  
*Please provide a narrative response below.*

*Indirect data means hiring and employment conducted by subcontractors that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program. Subcontractors can include but are not limited to installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program.*

*This narrative should include efforts undertaken to recruit/hire trainees (including successes as well as challenges found), whether trainees were hired on a temporary or permanent basis or a part-time or full-time basis, job training program graduate retention rates, any layoffs of job training program graduates, and if available any information on the hiring of job training program graduates who are returning citizens or foster care alumni. If graduates other than those in the three FEJA categories (Solar Training Pipeline Program, Craft Apprenticeship Program, and Multi-Cultural Jobs Programs) were used, a description of the other training program(s) should be included. A separate narrative is required for Direct and Indirect activities. Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.*



**Illinois-Based Workforce Diversity – Direct Data**

*Direct data means hiring and employment by the company submitting this report, e.g., staff on the company’s payroll. For companies that are LLCs without any employees, this hiring and employment information should be reported at the parent company level. Reporting should be limited to activities undertaken in relation to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program.*

*Clearly differentiate between information that is not available (“N/A”) and where the response is that no one was hired (“0”). Please enter all applicable answers numerically e.g. “0” instead of “none”. For information that is not available please provide an explanation in the narrative on why the information was not available.*

Race

White – Full-Time

White – Part-Time

White – Temporary/Seasonal

White – Independent Contractors

Black or African American –Full-Time

Black or African American – Part-Time

Black or African American – Temporary/Seasonal

Black or African American – Independent Contractors

Hispanic or Latinx – Full-Time

Hispanic or Latinx – Part-Time

Hispanic or Latinx – Temporary/Seasonal

Hispanic or Latinx – Independent Contractors

Asian – Full-Time

Asian – Part-Time

Asian – Temporary/Seasonal

Asian – Independent Contractors





American Indian or Alaska Native – Full-Time

American Indian or Alaska Native – Part-Time

American Indian or Alaska Native – Temporary/Seasonal

American Indian or Alaska Native – Independent Contractors

Native Hawaiian or Other Pacific Islander – Full-Time

Native Hawaiian or Other Pacific Islander – Part-Time

Native Hawaiian or Other Pacific Islander – Temporary/Seasonal

Native Hawaiian or Other Pacific Islander – Independent Contractors

Two or more races – Full-Time

Two or more races – Part-Time

Two or more races – Temporary/Seasonal

Two or more races – Independent Contractors

Did not self-identify/not disclosed – Full-Time

Did not self-identify/not disclosed – Part-Time

Did not self-identify/not disclosed – Temporary/Seasonal

Did not self-identify/not disclosed – Independent Contractors

Gender Identity

Male – Full-Time

Male – Part-Time

Male – Temporary/Seasonal

Male – Independent Contractors

Female – Full-Time

Female – Part-Time



Female – Temporary/Seasonal

Female – Independent Contractors

Non-binary – Full-Time

Non-binary – Part-Time

Non-binary – Temporary/Seasonal

Non-binary – Independent Contractors

Disabled

Disabled – Full-Time

Disabled – Part-Time

Disabled – Temporary/Seasonal

Disabled – Independent Contractors

**Illinois-Based Workforce Diversity – Direct Data Narrative**

*Please provide a narrative response below.*

*Direct data means hiring and employment by the company submitting this report, e.g., staff on the company's payroll.*

*This narrative should distinguish between increasing diversity of the installation workforce and the workforce in administrative, sales, marketing, and technical roles. Please describe the diversity of management and/or supervisor positions compared to your overall workforce working in connection with the Illinois Shines program. A separate narrative is required for Direct and Indirect activities.*

*If applicable, please also include a description of activities undertaken by you or your subcontractors (companies that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program) that did not occur in Illinois but demonstrate that you or your subcontractors' efforts or commitments to creating a diverse workforce. Any information described herein should be included only in the narrative and not in the race/gender identify/disabled data points. The data points should only include data for your workforce in the state of Illinois.*

*Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.*

Do you have Indirect Data to Report?

*Indirect data means hiring and employment conducted by the company's subcontractors that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program. Subcontractors can include but are not limited to installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program.*

- Yes
- No

**Illinois-Based Workforce Diversity – Indirect Data**

*Indirect data means hiring and employment conducted by the company's subcontractors that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program. Subcontractors can include but are not limited to installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program. Clearly differentiate between information that is not available ("N/A") and where the response is that no one was hired ("0"). Please enter all applicable answers numerically e.g. "0" instead of "none". For information that is not available please provide an explanation in the narrative on why the information was not available.*

*Please ensure that percentages do not exceed 100%. Enter percentages in the format 0.50 rather than 50%.*

Race

White – Full-Time

White – Part-Time

White – Temporary/Seasonal

White – Independent Contractors

Black or African American – Full-Time

Black or African American – Part-Time

Black or African American – Temporary/Seasonal

Black or African American – Independent Contractors

Hispanic or Latinx – Full-Time

Hispanic or Latinx – Part-Time

Hispanic or Latinx – Temporary/Seasonal

Hispanic or Latinx – Independent Contractors



Asian – Full-Time

Asian – Part-Time

Asian – Temporary/Seasonal

Asian – Independent Contractors

American Indian or Alaska Native – Full-Time

American Indian or Alaska Native – Part-Time

American Indian or Alaska Native – Temporary/Seasonal

American Indian or Alaska Native – Independent Contractors

Native Hawaiian or Other Pacific Islander – Full-Time

Native Hawaiian or Other Pacific Islander – Part-Time

Native Hawaiian or Other Pacific Islander – Temporary/Seasonal

Native Hawaiian or Other Pacific Islander – Independent Contractors

Two or more races – Full-Time

Two or more races – Part-Time

Two or more races – Temporary/Seasonal

Two or more races – Independent Contractors

Did not self-identify/not disclosed – Full-Time

Did not self-identify/not disclosed – Part-Time

Did not self-identify/not disclosed – Temporary/Seasonal

Did not self-identify/not disclosed – Independent Contractors



Gender Identity

Male – Full-Time

Male – Part-Time

Male – Temporary/Seasonal

Male – Independent Contractors

Female – Full-Time

Female – Part-Time

Female – Temporary/Seasonal

Female – Independent Contractors

Non-binary – Full-Time

Non-binary – Part-Time

Non-binary – Temporary/Seasonal

Non-binary – Independent Contractors

Disabled

Disabled – Full-Time

Disabled – Part-Time

Disabled – Temporary/Seasonal

Disabled – Independent Contractors

**Illinois-Based Workforce Diversity – Indirect Data Narrative**

*Please provide a narrative response below.*

*Indirect data means hiring and employment conducted by the company's subcontractors that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program. Subcontractors can include but are not limited to installers, marketing/sales sub-contractors, etc. as it relates to the marketing, sale, development, and operation of projects participating in the Illinois Shines Program. This narrative should distinguish between increasing diversity of the installation workforce and the workforce in administrative, sales, marketing, and technical roles. Please describe the diversity of management and/or supervisor positions*

*compared to your overall workforce working in connection with the Illinois Shines Program. A separate narrative is required for Direct and Indirect activities.*

*If applicable, please also include a description of activities undertaken by you or your subcontractors (companies that are not registered as an Approved Vendor, Designee, or Nested Designee in the Illinois Shines program) that did not occur in Illinois but demonstrate that you or your subcontractors' efforts or commitments to creating a diverse workforce. Any information described herein should be included only in the narrative and not in the race/gender identify/disabled data points. The data points should only include data for your workforce in the state of Illinois.*

*Please also include an assessment of the efforts required to compile the information for this report and any recommendations to improve the reporting process for future years.*

Number of employees who are graduates of or currently enrolled in the foster care system. *Please report direct data only. Direct data means hiring and employment by the company submitting this report, e.g., staff on the company's payroll. Please enter all answers numerically e.g. "0" instead of "none".*

- Full-Time
- Part-Time
- Temporary/Seasonal
- Independent Contractors

Number of employees formerly incarcerated.

*Please report direct data only. Direct data means hiring and employment by the company submitting this report, e.g., staff on the company's payroll. Please enter all answers numerically e.g. "0" instead of "none".*

- Full-Time
- Part-Time
- Temporary/Seasonal
- Independent Contractors

Residential zip codes of all employees.

*Please report direct data only. Direct data means hiring and employment by the company submitting this report, e.g., staff on the company's payroll. If preferred, please email a list or document containing zip codes of all employees to the Program Administrator at [mes@illinoisshines.com](mailto:mes@illinoisshines.com) with the subject line "MES Year-End Report Supplemental Documentation".*