



2024-25 Minimum Equity Standards Compliance Plan for the Illinois Shines Program

April 10, 2024

This PDF is intended for AVs and Designees to review the complete list of questions asked in the MES Compliance Plan submission form. Please complete the form found here as your official submission: <https://forms.office.com/r/qvDmuW5Z74>

For Program Year 2024-25, at least 10% of the project workforce for each entity participating in the Illinois Shines Program must be composed of Equity Eligible Persons. With the exception of Equity Eligible Contractors (EECs), all Approved Vendors (AVs) and Designees participating in the 2024-25 Program Year are required to submit an MES Compliance Plan, describing how the requirement will be met over the course of the year.

The Equity Accountability System Hub provides helpful resources and tips for MES Compliance Plan submissions: <https://illinoisshines.com/equity-accountability-system/>

Please complete the form below to submit your MES Compliance Plan for review by the Program Administrator. Asterisks indicate required sections. Any supplemental documents to your MES Compliance Plan should be submitted to mes@illinoisshines.com. Please include “[entity name] MES Compliance Plan Documentation” in the subject line.

Please note that the MES Compliance Plans, 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 question #34 of this form what information, if any, in this form is proprietary, privileged, or confidential, and the disclosure of that information would cause competitive harm.

1. Is your company an Approved Vendor, Designee or both?
 - Approved Vendor
 - Designee
 - Both
2. Submitting Company Name:
3. AV and/or Designee ID #(s):
If you are submitting a new Approved Vendor application or Designee registration, please type “N/A”

4. Name of Person Completing Form:
5. Title of Person Completing Form:
6. Email of Person Completing Form:
7. During the 2024-25 program year (June 3, 2024 - May 31, 2025), do you intend to 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 activities or 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.
 - Yes
 - No
8. “[AV or Designee Company] affirms its intent to comply with all necessary requirements set forth in Public Act 102-0662 (Climate Equitable Jobs Act) relating to the Minimum Equity Standard and agrees to comply with certain obligations, including hiring a diverse project workforce and working with Equity Eligible Contractors, where applicable.”
 - Yes
 - No
9. Please type the name of the individual agreeing to the above attestation.
10. Today's Date:
11. Is this an **original** Compliance Plan submission or a **revised** Compliance Plan submission?
If you received a score of '1 - Needs Development' on your first submission, or received an 'Info Needed' request, please choose 'Revised Plan'.
 - Original submission
 - Revised Compliance Plan
12. Please select any of the following categories that apply to your business
 - Minority-owned Business Enterprise (MBE)
 - Woman-owned Business Enterprise (WBE)
 - Disabled-owned Business Enterprise
 - Veteran-owned Business
 - Small Business
 - None
 - Other (fill in text box)

13. Please provide a narrative description of how the AV will ensure that at least 10% of its project workforce are equity eligible persons.
14. Do you work with subcontractors that are not registered as Designees?
Non-Designee subcontractors are those who do not have direct interaction with the client but are part of the project workforce.
15. Projected total number of employees/workers on Illinois Shines projects during the 2024-25 program year (exclude from your total any employees/workers of registered Designees your company is subcontracted with*).
Please refer to the MES FAQs for details on who is within the scope of the project workforce for MES: <https://illinoisshines.com/vendor-faqs/>

**If your organization works with registered Designees on projects, please exclude those individuals from your total project workforce. All registered Designees, as participating Program entities, are required to submit their own MES Compliance Plans.*

Illinois Shines Workforce Demographic Information

Please provide an estimate of the number of individuals that belong to the following demographic groups

- 16 – 18. Gender:
- Male
 - Female
 - Other/Non-Binary
- 19 – 26. Race:
- White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or other Pacific Islander
 - Hispanic or Latino
 - Multiracial
 - Employee preferred not to respond
27. Estimated Number of Equity Eligible Persons **currently** in project workforce:
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.*

28. Number of Equity Eligible Persons your organization **seeks to hire** to meet MES Compliance over the Program Year:

29. If known, please select the qualifying EEP category/categories your organization seeks to hire.

- Persons who graduated from or are current or former participants in the Clean Jobs Workforce Network Program, the Clean Energy Contractor Incubator Program, the Illinois Climate Works Pre-apprenticeship Program, Returning Residents Clean Jobs Training Program, or the Clean Energy Primes Contractor Accelerator Program, and the solar training pipeline and multi-cultural jobs program created in paragraphs (a)(1) and (a)(3) of Section 16-108.21 of the Public Utilities Act.
- 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 investment eligible community

Equity Eligible Contractor Partnerships and Outreach

30. Do you plan to partner with Equity Eligible Contractor Approved Vendors and/or Designees for applications associated with your organization?

- Yes
- No

31. If yes, please list the name(s) of the EEC AV and/or Designee(s) you plan to partner with:

32. Please list any non-EEC Designees you intend to use within the delivery year:

33. Please describe your communication plan for local outreach to increase the utilization of EEPs and Equity Eligible Contractors (EECs).

The Communication Plan for Outreach might answer questions such as:

Outreach

- *What is the entity's overall plan around outreach?*

- Which organizations (community colleges, unions, non-profits, etc.) will the entity reach out to and coordinate with?
- What are your plans to use social media and other communications for outreach?
- Are there townhalls and workshops held to advertise your company need?
- What is the entity's plan for following up on its outreach?
- What is the timeline for that outreach?

Messaging

- What messaging will the entity utilize, including what messaging forum (virtual, in-person, etc.)?
- Have you considered language accessibility needs to reach everyone in the community?

Recruitment

- Where will you post job openings?
- How do you plan to improve your EEP recruitment if your initial EEP recruitment is unsuccessful?
- Have you recruited within your own firm for potential candidates?

Job Training

- Will you offer job shadowing/mentorship opportunities for position exposure?

34. Please identify which responses in this form (#1 – 33) contain proprietary, privileged or confidential information, the disclosure of which would cause competitive harm.

Equity Eligible Person (EEP) Data Needed

As your organization hires and/or works with Equity Eligible Persons (EEPs) during the Program year, please keep in mind that the Program will require data for these individuals at the time of the MES Year-End Report. The Program Administrator verifies EEP eligibility as part of the review process for the Year-End Report. Approved Vendors and Designees have two options for providing this data.

1. The Approved Vendor / Designee can encourage all EEPs in their project workforce to register in IPA's Energy Workforce Equity Portal: <https://energyequity.illinois.gov/>
 - a. This option allows the AV/Designee to simply provide the names of the registered EEPs in its MES Year-End Report.
2. The AV/Designee can collect signed EEP attestations and provide documentation for their EEPs to the Program Administrator via email. The EEP attestation can be downloaded here: <https://illinoisshines.com/wp-content/uploads/2024/04/EEP-Certification-v202444-1.pdf>
 - a. This option requires that the AV/Designee collect required supplemental documentation 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 includes:

- i. 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).
 - ii. 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.
- b. The AV/Designee then lists the EEPs in its project workforce in the Year-End Report, and emails the EEPs' attestations and required supplemental documentation to the Program Administrator.
3. The Approved Vendor / Designee will be asked about EEPs' employment classification information (full-time, part-time, etc.) at the Year-End Report.