



2023-24 Approved Vendor Annual Report Guide

June 1, 2024





On an annual basis, each Approved Vendor with a REC contract will submit an Annual Report of the contracts and Designated Systems in its portfolio. The Annual Report serves as the basis for verifying that RECs from projects are being delivered to the applicable utility, and, absent corrective actions taken by the Approved Vendor, can be a tool used to determine what actions may be taken by the utilities to enforce the contractual requirements that RECs are delivered, including, but not limited to, drawing on collateral.

The Annual Report includes the following information:

- RECs delivered by each of the systems in the portfolio*
- Status of all systems that have been approved, but not yet energized, including any extensions requested and granted*
- Energized systems that have not delivered RECs in the year*
- Balance of collateral held by each utility for the Approved Vendor's systems*
- A summary of requests for REC obligation suspensions, reductions, or eliminations, due to force majeure events or other circumstances
- Information on consumer complaints received
- Confirmation of prevailing wage requirements
- Confirmation of Traditional Community Solar scoring commitments

For Approved Vendors with Community Solar projects, the report will also include:

- Percentage of each system subscribed on a capacity basis*
- The number and type of subscribers (e.g., residential, small commercial, large commercial/ industrial), including capacity allocated to each type*
- Subscriber turn-over rates*

*These items will be provided in a report format via SharePoint by the Program Administrator to the Approved Vendor to review and confirm the accuracy of.

In support of the 2023-24 Annual Report, Approved Vendors will utilize a secure SharePoint folder to access the Energy Solutions generated reports mentioned above. Approved Vendors will then submit confirmation of report accuracy as well as remaining Annual Report response information for its 2023-24 Annual Report using a Microsoft Form.

The Annual Report will open on July 1, 2024, with submitted responses due by Approved Vendors to the Program Administrator by July 15, 2024. **Please keep in mind that submission of an Annual Report is a requirement under the REC Contract and failure to submit an Annual Report is an Event of Default under the REC Contract.**

Key Dates

July 1, 2024	Annual Report Response Period begins. Approved Vendors will have access to review reports on SharePoint and submit Annual Report responses. Non-submission of the Annual Report is an event of default under the REC contract.
July 15, 2024	Annual Report Response Period ends. This is the deadline to submit Annual Report responses. Not filing an Annual Report by the deadline may jeopardize an Approved Vendors standing in the Program.
July 16, 2024	Annual Report Cure Period begins. Program Administrator will contact Approved Vendors to cure any report discrepancies. Annual Reports that were not submitted during the preceding response period will not be accepted during this time. The cure period is limited to the curing of issues identified in already submitted Annual Reports.
October 1, 2024	Last day for Program Administrator to inform Approved Vendors of discrepancies.
October 14, 2024	Annual Reports are finalized. No modifications to submissions will be permitted after this date.



Annual Report Response Period July 1 – July 15, 2024

Annual Report Set Up

On July 1, 2024, the 2023-24 Annual Report will open, meaning Approved Vendors will be able to access SharePoint Reports and submit a response using the 2023-24 Annual Report form. An email invitation to submit the Annual Report will be released on July 1, 2024. The email will include a link to the 2023-24 Annual Report form, a Microsoft Form for Approved Vendors to provide Annual Report responses. It will also include a link to each Approved Vendor's SharePoint folder where Program Administrator generated reports will be available to review.

How to Access your SharePoint folder

The Program Administrator sent Approved Vendors an email with a confirmation of which emails have access to Approved Vendor SharePoint folders. The purpose of this communication was to ensure that all Approved Vendors have access to SharePoint in advance of the Annual Report opening on July 1, 2024. Each SharePoint folder is only accessible by the Program Administrator team as well as select email addresses for each Approved Vendor. Default permissions will be the primary email address on file for each Approved Vendor.

If you need to make any access changes, please email the Program Administrator at admin@illinoisshines.com. The Program Administrator can only grant access change requests that come from the same email domain as the Approved Vendor's primary email address.

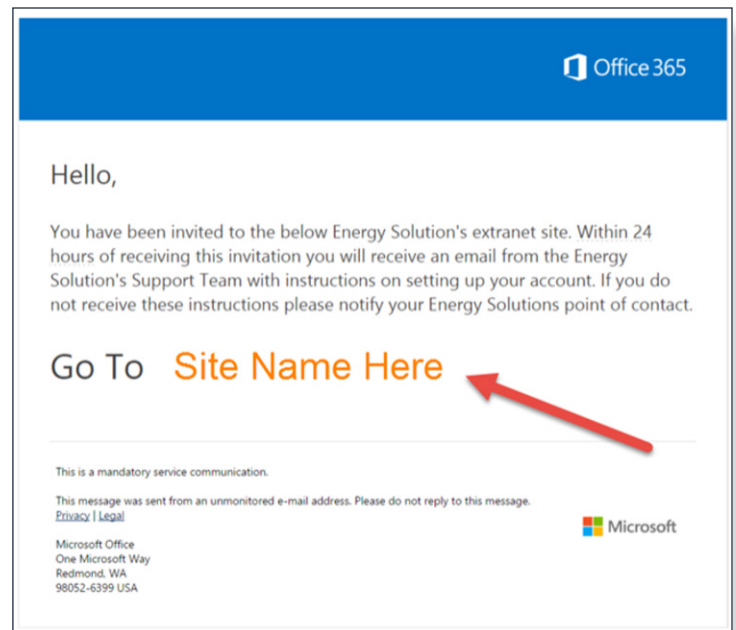
Instructions

This process allows you to use your existing email and password to log in to the Energy Solutions SharePoint site. Take note of the email address that received the invitation. You **MUST** use this email address to set up your account and gain access for all future visits.

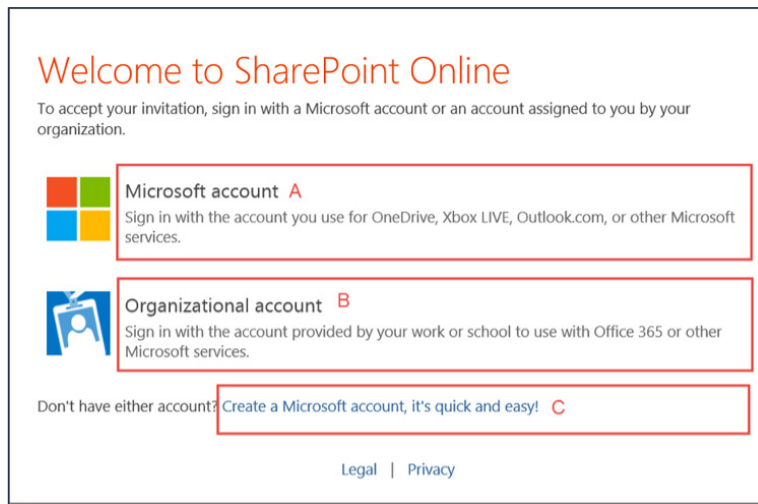
**Preferred browsers: Edge, Internet Explorer, Chrome. (Firefox has known issues.)*

Follow the steps below to accept your invitation.

1. **Find** the email from Microsoft Online Service in your inbox (check clutter or junk mail if you don't see it). The invitation will look like the screenshot below.
2. **Select** the Go To site link or copy and paste into a browser.



3. The link will take you to the **Welcome to SharePoint Online** login page shown below.



4. There are three options on this page – select the appropriate option based on the email account where you received the invitation.

Microsoft Account (A)

Use this if the email invitation is to a Live, Hotmail, outlook or other Microsoft services account (ex: jjones3@msn.com).

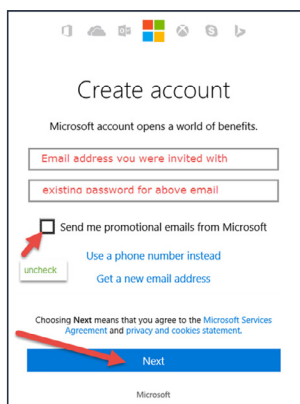
Organizational Account (B)

Use this option ONLY if your organization has Office 365 and the invitation was sent to your associated Office 365 email (ex: Jjones@contoso.com). If you choose this option, log in with your existing Office 365 and password. Microsoft will connect your account to this site on the Energy Solutions' extranet.

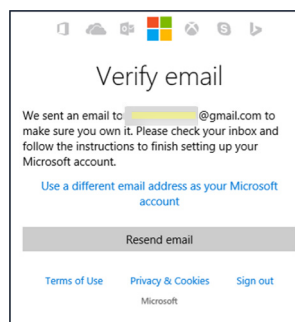
Create a Microsoft account, it's quick and easy! (C)

Use this if neither of the above applies. This option will create a hidden Microsoft account in the background associated with your existing email, allowing you to login into the SharePoint site with your existing, personal email (e.g.,jjones@gmail.com) or non-Office 365 business email. Navigate to Option C for further instructions.

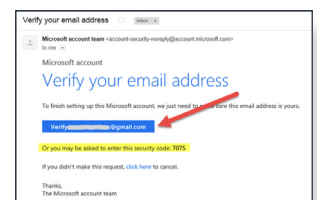
For Option C, do the following, fill out the form and select Next.



You will receive an email to verify your account.



Select the Verify button and you will be routed to the SharePoint site. Be sure to bookmark the site for easy access later. Going forward you will login using the same email and password you used to register.



Troubleshooting SharePoint Login Issues

Having trouble logging in? Try these steps below.

- Log out of all O365 accounts before clicking on the invitation link.
- OR
- From the invitation e-mail, right click and Copy Hyperlink.
 - Paste into an InPrivate or InCognito browsing session.

SharePoint Folder Contents

The SharePoint folder will contain a folder for the 2023-24 Annual Report. This folder will contain the below files. Approved Vendors should review these reports carefully and confirm within their Annual Report response if they agree with the Program Administrator's records. If there are believed to be discrepancies, please indicate with the Annual Report response the details around the discrepancies. If there is any uncertainty, please indicate that within the Annual Report form to avoid an Event of Default from non-submission of the Annual Report. The Annual Report cure period will allow the Program Administrator and Approved Vendor to work through discrepancies.

AV ID_AV Name_RECsDelivered — An Excel file output of the number of RECs delivered by each system in the Approved Vendor's portfolio that was Energized (Part II Verified) by May 31, 2024 and has successfully transferred at least one REC to the buyer by May 31, 2024.

AV ID_AV Name_SystemsNotEnergized — An Excel file output, generated by the Program Administrator, listing the projects that as of May 31, 2024 have been approved by the ICC, but not Energized (Part II Verified).

AV ID_AV Name_SystemsEnergizedNoRECs — An Excel file output showing systems Energized (Part II Verified) that have not yet delivered a REC. These are systems that as of May 31, 2024 are ICC approved and Energized (Part II Verified) but have not delivered a REC.

AV ID_AV Name_CollateralBalances — An Excel file output showing collateral balances reported by the contracting utility as of May 31, 2024.

AV ID_AV Name_Community Solar Subscriber Information — For Community Solar Approved Vendors only. An Excel file output summarizing the following for each project. This report should reflect subscriber information as reported to the Program Administrator as of May 31, 2024.

- Percentage subscribed on a capacity basis as of May 31, 2024 (as a percent)
 - This is calculated by dividing the sum of the capacity of all active subscriptions (in kW) by the capacity of the project (in kW).
- Subscriber turn-over rate during energy year (as a percent)
 - This is calculated by dividing the sum of the subscription capacity (in kW) for subscribers terminated during the energy year by the sum of the subscription capacity for subscribers active at the beginning of the Energy Delivery Year.

- Total subscriber turn-over rate (as a percent)
 - This is calculated by dividing the sum of the subscription capacity (in kW) for subscribers terminated by the sum of subscription capacity for all subscribers – both terminated and active.
- Daily average subscription rate (as a percent)
 - This is calculated by calculating the subscription percentage for each day of the Energy Delivery Year. Then the daily subscription percentages are averaged across the number of days in the Energy Delivery Year. Note that this value determines Drawdown amounts for projects on the 2019 REC Delivery Contract. Please review carefully.
- Small subscriber daily average subscription rate (as a percent)
 - This is calculated by calculating the small subscriber subscription percentage for each day of the Energy Delivery Year. Then the daily small subscriber subscription percentages are averaged across the number of days in the Energy Delivery Year. The resulting small subscriber daily average percentage must be greater than or equal to the small subscriber subscription mix from the project’s 4th Quarterly Report. Note that this value determines Drawdown amounts for projects on the 2019 REC Delivery Contract. Please review carefully.
- Number of subscribers and kW subscribed by the below categories:

Subscribers	Residential	Small Commercial	Large Commercial/Industrial	Government	Non-Profit
Number of Subscribers	0	0	0	0	0
kW Subscribed	0	0	0	0	0

Annual Report Response Process

1. On July 1, 2024 your organization will receive an email with a link to the 2023-24 Annual Report form.
2. Open the form to begin. Please list your Vendor ID, Company Name, First and Last Name, and email address to record a response from your company. If you are unsure of your Vendor ID, it will be included in the name of your SharePoint folder and files.

***Please note, once you begin the form, you cannot save progress to resume later. The form must be completed and submitted in one sitting.**

1. Vendor ID

If you are unsure of your Vendor ID, please reference your SharePoint folder name or Annual Report email, which will include this number. It is a one, two, or three digit number. This is required to be accurately reported for your response to be counted. *

Enter your answer

2. Approved Vendor Name *

Enter your answer

3. Your First and Last Name *

Enter your answer

4. Your Email *

The email address provided does not need to match the email associated with your portal account. The purpose of this email address is so that we can contact you with any questions.

Enter your answer

3. To respond to the first group of questions, open the Excel Files located in the 2023-24 Annual Report SharePoint folder. **AV ID_AV Name_RECsDelivered, AV ID_AV Name_SystemsNotEnergized , AV ID_AV Name_SystemsEnergizedNoRECs, AV ID_AV Name_CollateralBalances, AV ID_AV Name_Community Solar Subscriber Information (if applicable).**

IL Shines Program Extranet

+ New | Upload | Edit in grid view | Share | Copy link | Sync | Add shortcut to OneDrive | Download | Automate

AV SharePoint Folders > 99999_Test AV Name > 2024 Annual Reports

Name	Modified	Created	ID	Created By	File Size
99999_Test AV Name_Collateral Balances.xlsx	April 18	April 18	129853	Keely Weiss	15.0 KB
99999_Test AV Name_CS.xlsx	April 18	April 18	129850	Keely Weiss	18.9 KB
99999_Test AV Name_RECsDelivered.xlsx	April 18	April 18	129849	Keely Weiss	21.7 KB
99999_Test AV Name_SystemsEnergizedNo...	April 18	April 18	129851	Keely Weiss	21.6 KB
99999_Test AV Name_SystemsNotEnergized...	April 18	April 18	129852	Keely Weiss	18.7 KB

4. **Review each Excel file and confirm that the information listed is accurate.**
- If the information in the report is correct, please indicate “Yes” on the **Annual Report Response form.**
 - If the information in the report is not correct, please provide a detailed explanation of the inaccuracies in the report for each utility.
5. For Community Solar Approved Vendors, open the file **Community Solar Subscriber Information** in your SharePoint folder. Review the Excel file and confirm that the information listed is accurate.
- If the information in the report is correct, please indicate “Yes” on the Annual Report Response form.**

- b. If the information in the report is not correct, please provide a detailed explanation of the inaccuracies in the report for each utility.
- c. If you are not a Community Solar Approved Vendor, please indicate “N/A” on this question of the Annual Report.
- d. If you are a Community Solar Approved Vendor, there will be a required attestation that Disclosure Forms were signed by subscribers.

If you are not a Community Solar Approved Vendor, please select “I am not a Community Solar Approved Vendor”.

8. **Community Solar Subscriber Information.** Please confirm that the Community Solar Subscriber Information located in your SharePoint folder is correct. This report should reflect subscriber information as reported to the Program Administrator as of 5/31/2024.

If you do not have a corresponding file in your SharePoint folders, or your file is empty, we do not show any projects relevant to this question.

If you do not have any Community Solar projects, please answer N/A. *

Yes
 No
 N/A

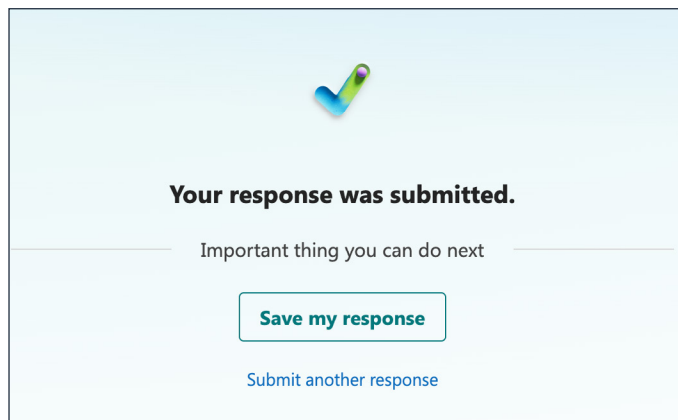
9. Attestation for Community Solar Approved Vendors only *

I attest that any and all required Community Solar Disclosure Forms were signed by the subscribers
 I am not a Community Solar Approved Vendor

- 6. For the remaining questions in the Annual Report Response form, please provide answers directly in the form.
- 7. Once complete, please be sure to click the "Submit" button at the end of the form. If you do not click this button, your entries will be deleted and your submission will not be recorded. If you need to revise your response, please reach out to the Program Administrator, at admin@illinoisshines.com.

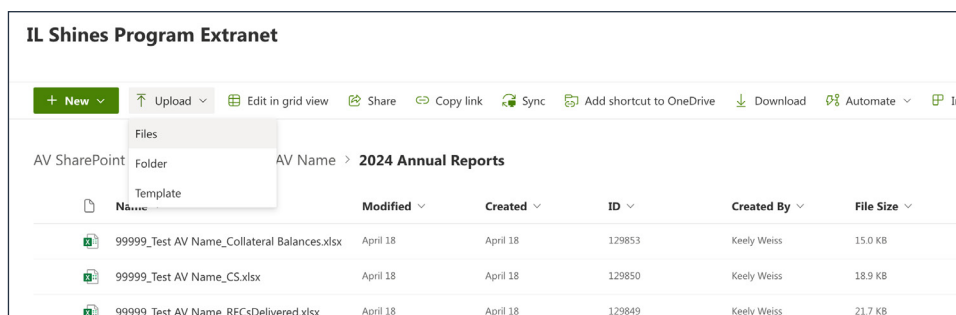
You can print a copy of your answer after you submit

8. Once successfully submitted, you will see a confirmation message:

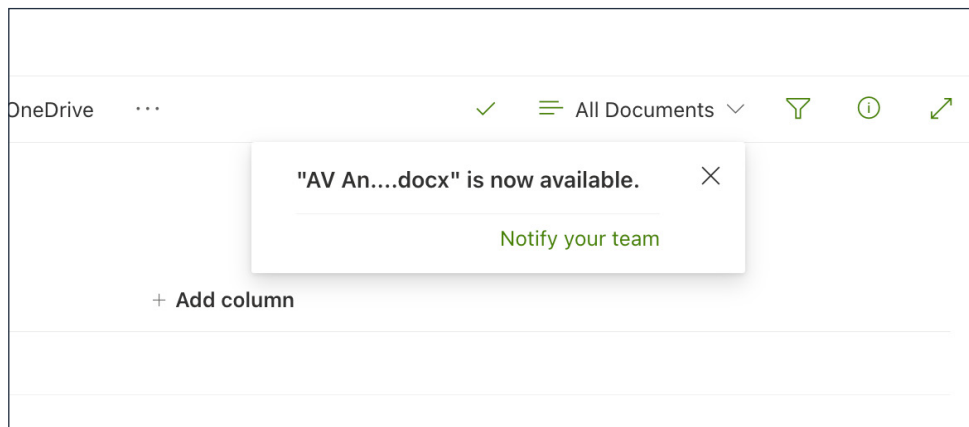


9. For questions with required narratives, you may provide a written narrative directly within the form. You can also choose to upload the narrative file to your SharePoint folder. You may also do a combination of these two things – provide narrative directly within the form and upload supplemental files to SharePoint.

10. To upload files to SharePoint, navigate to the “Upload” button and select “Files”.



11. Select the file you wish to upload and click “Open.”



12. Once the file is successfully uploaded, SharePoint will notify that the document is now available.

July 16 – October 2, 2024 — Program Administrator Review & Curing Period

The Program Administrator will conduct a review of the Annual Report responses and follow up with any questions or missing info requests by October 1, 2024. Approved Vendors must follow up to any requests for clarification or additional information made by the Program Administrator promptly.

October 14, 2024 — Annual Reports Finalized

All designated systems must have complete Annual Reports, including curing any requested information, by October 14, 2024. Annual Reports cannot be modified after this date.

Annual Report Questions

Below is a full list of the questions contained in the Annual Report form, for your reference.

1. Vendor ID
2. Approved Vendor Name
3. Your First and Last Name
4. Your Email
5. **RECs delivered by each of the systems in the portfolio.** Please confirm that the *RECsDelivered* report located in your SharePoint folder is correct. This report should reflect the number of RECs delivered by each system in the Approved Vendor's portfolio that was Energized (Part II Verified) by May 31, 2024 and has successfully transferred at least one REC to the buyer by May 31, 2024.
Is the information in this report correct? Yes/No
6. If no, provide an explanation of what is incorrect in the text box — ComEd.
7. If no, provide an explanation of what is incorrect in the text box — Ameren.
8. If no, provide an explanation of what is incorrect in the text box — MidAmerican.
9. Status of all systems that have been approved, but not yet energized, including any extensions requested and granted. Please confirm that the *SystemsNotEnergized* report located in your SharePoint folder is correct. This report should reflect projects that as of May 31, 2024 have been approved by the ICC, but not Energized (Part II Verified).
Is the information in this report correct? Yes/No
10. If no, provide an explanation of what is incorrect in the text box — ComEd.
11. If no, provide an explanation of what is incorrect in the text box — Ameren.
12. If no, provide an explanation of what is incorrect in the text box — MidAmerican.

13. **Energized systems that have not delivered RECs in the year.** Please confirm that the *SystemsEnergizedNoRECs* report located in your SharePoint folder is correct. This report should reflect systems Energized (Part II Verified) that have not yet delivered a REC. These are systems that as of May 31, 2024 are ICC approved and Energized (Part II Verified) but have not delivered a REC.
Is the information in this report correct? Yes/No
 14. If no, provide an explanation of what is incorrect in the text box — ComEd.
 15. If no, provide an explanation of what is incorrect in the text box — Ameren.
 16. If no, provide an explanation of what is incorrect in the text box — MidAmerican.
 17. **Community Solar Subscriber Information.** Please confirm that the Community Solar Subscriber Information located in your SharePoint folder is correct. This report should reflect subscriber information as reported to the Program Administrator as of May 31, 2024.
If you do not have any Community Solar projects, please answer N/A. Yes/No/N/A
 18. If no, provide an explanation of what is incorrect in the text box — ComEd.
 19. If no, provide an explanation of what is incorrect in the text box — Ameren.
 20. If no, provide an explanation of what is incorrect in the text box — MidAmerican.
 21. **Attestation for Community Solar Approved Vendors only. Required to answer.**
 - I attest that any and all required Community Solar Disclosure Forms were signed by the subscribers
 - I am not a Community Solar Approved Vendor
- Balance of Collateral held by each utility (\$).** Please confirm that the *CollateralBalances* report located in your SharePoint folder is correct. This report should reflect the collateral balance as of May 31, 2024 as reported by the contracting utility.
22. Is the information in this report correct? Yes/No
 23. Balance held by ComEd — Cash (please format as 00.00 with no \$)
 24. Balance held by ComEd — Letter of Credit (please format as 00.00 with no \$)
 25. Additional Comments — ComEd
 26. Balance held by Ameren — Cash (please format as 00.00 with no \$)
 27. Balance held by Ameren — Letter of Credit (please format as 00.00 with no \$)
 28. Additional Comments — Ameren
 29. Balance held by MidAmerican — Cash (please format as 00.00 with no \$)
 30. Balance held by MidAmerican — Letter of Credit (please format as 00.00 with no \$)
 31. Additional Comments — MidAmerican

A summary of requests for REC obligations, suspensions, reductions, or eliminations due to force majeure events.

Please upload any additional documentation that you would like to include to your SharePoint folder.

32. Provide a detailed response — Com Ed
33. Provide a detailed response — Ameren
34. Provide a detailed response — MidAmerican
35. I uploaded additional documentation to SharePoint for this question (requests for REC obligations, suspensions, reductions, or eliminations due to force majeure events).
Yes/No
36. **Summary and status of consumer complaints** received related to Illinois Shines program projects, including sales and marketing efforts, whether or not those efforts resulted in a project application. Please indicate if the complaint was submitted to the Illinois Shines Program, the Illinois Commerce Commission, the Office of the Illinois Attorney General, or directly to the Approved Vendor or Approved Vendor Designee (some complaints may fall into more than one category). The Program Administrator reserves the right to request additional information.
Please upload any optional backup documents to your SharePoint folder.
37. I uploaded additional documentation to SharePoint for this question (consumer complaints).
Required to answer.
Yes/No
38. Has any maintenance been performed on Energized (Part II Verified) projects that are subject to prevailing wage?
39. If yes, I attest that prevailing wage rates were paid, notice and reporting requirements of the Prevailing Wage Act have been met, and Certified Transcript of Payrolls have been filed with Illinois Department of Labor (IDOL) for work performed on Energized (Part II Verified) projects that are subject to prevailing wage. Yes/No
40. Do you have Traditional Community Solar projects that received points for the scoring criterion Built Environment – Agrivoltaics (1.c)?
41. If yes, please confirm that all commitments stated in the agrivoltaic plan submitted at Part I application have been maintained and the projects intend to continue to utilize agrivoltaics throughout the lifetime of the REC Contract.
42. Additional comments – Agrivoltaics (1.c)
43. Do you have Traditional Community Solar projects that received points for the scoring criterion Built Environment – Pollinator Friendly Habitat (1.d)?
44. If yes, please confirm that the sites have maintained the commitment to a pollinator friendly habitat, as defined in the Pollinator Friendly Solar Site Act (525 ILCS 55).
45. Additional comments - Pollinator Friendly Habitat (1.d)



Illinois Shines



IPA

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