

## Annual Report Response Period July 1-15, Legacy Portal to be Retired June 30, MES Year-End Reports Due July 15

June 28, 2024

Coming up in Illinois Shines (Program events & due dates found at the [Vendor Forums & Key Dates webpage](#))

- **Events**
  - July 12, 2024 – Consumer Protection Working Group. Join with this [link](#)
- **Due Dates**
  - June 30, 2024 - Illinois Shines Legacy Portal will be retired
  - July 1, 2024 – Annual Report Response Period begins **and** July REC Invoicing opens
  - July 15, 2024 – [MES Year-End Report](#) for Program Year 2023-24 **and** 2023-24 Annual Reports are due

### Stakeholder Support

- **Program Administrator Office Hours** – The next two Office Hours will be held on **July 3, 2024** and **July 10, 2024** from 10:00 – 11:00 a.m. CPT – Office Hours provide support to individual AVs or Designees regarding Program requirements, portal, application, or other questions. Zoom link: <https://energy-solution.zoom.us/j/95588710302Co>.
- **Upcoming Illinois Shines Holiday Impacts** - In observance of Independence Day, the Program will have limited services and updates **July 4 – 5, 2024**. The Program Call Center will be closed, and updates to the Block Capacity Dashboard, application tables, application project reports, and waitlists will resume Monday, July 8, 2024. The Program will **not issue a weekly announcement the week of July 1, 2024**.
- **Application Tips and Tricks** - The Program Administrator publishes [Tips and Tricks](#) to help support stakeholders in avoiding project applications entering *Need Info* status and delaying their review and approval.
  - **Certified Transcripts of Payroll (“CTP”)**, which are required for projects subject to prevailing wage, must have an address that matches the project address. If an incorrect address is entered into the CTP form in the Illinois Department of Labor’s (“IDOL”) CTP Portal (or in the CSV file for upload) it may result in a *Need Info* delay. Guidance for how to submit payroll info for CTPs can be found on [IDOL’s website](#).
  - If an error is made and the addresses don’t match, the remedy is to resubmit the payroll information and generate a new CTP in the IDOL CTP Portal. There is no cost or penalty to resubmit, though two CTPs will exist. It’s important to provide the updated CTP to the Program Administrator to move the application forward.

Program News – New or Updated Items (All Program updates can be found on the [Program Updates webpage](#))

- **Annual Report period Opens July 1, 2024** - AVs with an active REC Contract are required to submit an Annual Report pertaining to the contracts and systems in their portfolio during the Annual Report period between **July 1, 2024 and July 15, 2024**. **Please keep in mind that submission of an Annual Report is a Program requirement, and failure to submit an Annual Report is an Event of Default under the REC Contract. Failure to submit an Annual Report puts both the Approved Vendor and its contracted projects in jeopardy of continued participation in the Program.** On May 20, 2024 the Program Administrator emailed stakeholders with relevant information and linkages to resources including pre-recorded walkthrough videos and more; on June 3, 2024, the [2023-24 Program Year Annual Report Guide](#) was added to the ‘REC Contract and Annual Report Help

Guides' section of the [Program Help Guides and Application Tips](#) page. If your team members did not receive a SharePoint permission validation email or cannot access SharePoint to review and submit Annual Reports, please contact the Program Administrator for assistance. Key dates relating to Annual Reports:

- July 1, 2024 – Annual Report Response Period begins
- July 15, 2024 – Annual Report Response Period ends
- July 16, 2024 – Annual Report Cure Period begins
- October 1, 2024 – Last day for Program to inform AVs of discrepancies on Annual Reports
- October 14, 2024 – Annual Reports are finalized
- November 15, 2024 – Program Administrator Drawdown calculations complete

Please see below for a full list of Annual Report resources available to Approved Vendors on the [Program Help Guides and Application Tips](#) page:

- [REC Performance Evaluation](#)
- [REC Performance Calculation Evaluation Walkthrough Video](#)
- [Community Solar Parameters Evaluation Walkthrough Video](#)
- [Annual Report and REC Performance Evaluation Walkthrough Video](#)
- [Community Solar System Parameters Evaluation \(Annual Subscriber Evaluation\)](#)
- [Annual Report FAQs](#)
- **July 2024 Consumer Protection Working Group** - The Agency and its Illinois Shines and Illinois Solar for All Program Administrators will host the next Consumer Protection Working Group meeting on **July 12, 2024**, at 10:00 a.m. CPT. The Working Group's meeting agendas, Zoom links, and a participation interest form can be found on the [Consumer Protection Working Group](#) page on the Program website.
- **Resuming Memo Submission using the New 2024 REC Contracts - The Program Administrator is resuming memo submission using the new 2024 REC Contracts beginning with the July 2, 2024 ICC meeting.** Any applications processed and approved in the new Program Year, even if they were submitted in the previous Program Year and waitlisted, will receive the 2024 REC Contract.
- **Illinois Shines Legacy Portal will be Retired June 30, 2024** - As [previously announced](#), on **June 30, 2024** the Program will **retire the legacy Illinois Shines Portal** administered by the prior Program Administrator, after which AVs and Designees will no longer be able to access it.
- **Community-Driven Community Solar ("CDCS") – Part II Demonstration of Project Commitments and Permissible Changes** - On [June 28, 2024](#), the Program published an announcement providing guidance on CDCS Part II demonstration of project commitments and permissible changes. The announcement provided an overview, a chart of primary and secondary scoring criterion, what should be submitted in Part II, and what comes after Part II Verification.
- **Illinois Power Agency Power Hour - Tax Incentives for Solar Energy: the 101 on the Inflation Reduction Act** – The IPA hosted *Power Hour 5 - Tax Incentives for Solar Energy: the 101 on the Inflation Reduction Act* today, June 28, 2024. This informational webinar included a detailed presentation from Jeremy Kalin, Impact Counsel at Avisen Legal, who will explore IRA tax credits for solar energy projects. The recording of the event will be able to be found on the IPA's [website](#).
- **New to the Program Website** - The following key additions to [www.IllinoisShines.com](http://www.IllinoisShines.com) have been shared:
  - New [Consumer Protection Initiatives](#) page
  - Updated 'Final 2024-2025 REC Prices' document ([Program Documents](#) page)
  - Added Community-Driven Community Solar ("CDCS") – Part II Demonstration of Project Commitments and Permissible Changes ([Community-Driven Community Solar](#) page)

**Program News – Previously Published Items** (All Program updates can be found on the [Program Updates webpage](#))

- **General Program**
  - **Minimum Equity Standard ("MES") Reminders – 2023-24 Program Year MES Year-End Report Deadline and 2024-25 Program Year MES Compliance Plans Past Due** - As noted in previous announcements, Program Year 2023-24 MES Year-End Reports are due on **July 15, 2024** and the 2024-25 Program Year MES Compliance Plans were due on June 3, 2024. **As previously shared, any**

compliance plans that have not been submitted ARE OVERDUE and participating entities who did not comply with this Program requirement by June 17 may be subject to disciplinary action. The Program Administrator is currently working to review submitted compliance plans. AVs and Designees can expect to be notified of the Pass/Fail result from their compliance plan within the next four to six weeks. If you have not submitted your MES Compliance Plan, please do so at <https://forms.office.com/r/qvDmuW5Z74>. Resources on the MES and Equity Accountability System can be found here, <https://illinoisshines.com/equity-accountability-system/>, and stakeholders may contact the Program Administrator's MES team at [mes@illinoisshines.com](mailto:mes@illinoisshines.com) for assistance.

- 2024-25 Illinois Shines Program Year Opening and Resources – See [previous](#) announcement
- IPA Updates EIEC Map – See [previous](#) announcement
- IPA Updates Equity Eligible Persons (“EEP”) Form on the Equity Portal – See [previous](#) announcement
- Community Solar Program News - See full [TCS](#) and [CDCS](#) hubs on Program website
  - Community Solar Updates and Reminders for 2024-25 Program Year - On [May 28, 2024](#), the Program announced Community Solar Updates and Reminders for the 2024-25 Program Year, including details and next steps on Traditional Community Solar (“TCS”) and Community-Driven Community Solar (“CDCS”) application and review timelines, scoring criteria updates, and more. The waitlisted Community Solar projects that were awarded capacity during the 2024-25 Program Year opening will be listed at TCS and CDCS Category Hub pages at the Program website. There must be available capacity for the full project AC size before a project can come off the waitlist.
    - The Program Administrator will begin submitting previously waitlisted community solar projects to the ICC for approval beginning with the July 24, 2024 ICC meeting. Beginning [July 5, 2024](#), AVs should watch closely for Part I verification and re-batching emails, signaling that projects are being moved forward for ICC submission. If AVs have projects that are not yet ready for a contract, [it is critical to mark those projects as Withheld in AV re-batching workbooks](#). It is also very important for AVs to confirm capacity factor information prior to this date to help ensure contract accuracy.

### Ongoing Operations Updates

- ComEd Community Solar Portal Outages - The Program Administrator is aware that the ComEd Community Solar Portal has experienced outages since mid-February 2024, impacting CS subscriber billing and the ability to add/remove subscribers. The Program Administration team is working hard to support AVs impacted by these outages and will provide updates from ComEd as this system comes back to full operating capacity.
- July REC Invoicing Opens July 1, 2024 - REC invoices and Quarterly Netting Statements will be made available for download from AV SharePoint folders on [July 1, 2024](#). [Invoices must be submitted to the utility by July 10, 2024 to receive payment for the July invoice period](#). Any invoice amounts not submitted to the utility by July 10, 2024 will be carried forward and included in the next invoice period (October 2024).
- Part II Verification Cut Off for July - To allow time for invoice calculation and generation, the last valid Part II Verification date for July will be [July 24, 2024](#). Applications that are Part II verified on or before July 24, 2024 will be included in the June invoicing period. Application processing will continue throughout the last week of the month and any applications that are reviewed between July 25, 2024 and July 31, 2024 will be invoiced in September 2024.
- 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. [AVs must indicate any requests to withdraw or withhold projects during the two day re-batching window](#). 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 the next re-batching windows:

Re-Batching Opens for AVs	Election Deadline – 12:00 p.m. CPT (Re-batching closes for AVs)	Trade Date (ICC Meeting Date)
7/8/2024	7/10/2024	7/24/2024
7/16/2024	7/18/2024	8/1/2024
7/29/2024	7/31/2024	8/14/2024
8/13/2024	8/15/2024	8/29/2024
8/26/2024	8/28/2024	9/12/2024
9/10/2024	9/12/2024	9/26/2024
9/24/2024	9/26/2024	10/10/2024
9/30/2024	10/2/2024	10/17/2024
10/15/2024	10/17/2024	10/31/2024

### Application Processing Updates

- **Application Processing Tables** - Application processing tables are maintained at [IllinoisShines.com/project-application-reports/](https://IllinoisShines.com/project-application-reports/). These tables are typically updated daily, but in some cases may experience slight delays. The Program Administrator is currently experiencing technical issues and data on the [Project Application Reports](#) page and it may not be updated daily. Thank you for your patience as the Program Administrator works on a solution. For questions about specific project applications, please contact the Program Administrator at [admin@IllinoisShines.com](mailto:admin@IllinoisShines.com).
- **Application Processing Update** - Following the start of the 2024-25 Illinois Shines Program Year, the Program Administrator has made substantial progress reviewing waitlist applications. On June 3, the waitlist volume totaled 7,938 Small DG and 208 Large DG applications. Since June 3, over 2,698 Small DG Part I and 152 Large DG Part I previously waitlisted applications have been reviewed. Over 2,242 Small DG Part I and 77 Large DG Part I applications have been verified.

The Program Administrator has increased application processing staffing and will continue to add processors over the coming weeks to address the high volume of applications to be reviewed. Once staffing is increased to full capacity, the forecasted throughput is approximately 800 DG applications weekly.

Reviewing Part I DG applications is a high priority that must be balanced with the priority of reviewing Part II DG and CS applications. Staffing is evaluated and reassigned week over week to address each of these areas while considering the necessity to resource *Need Info* requests and cures, technical review, and quality assurance tasks. Currently the Program Administrator anticipates completing the review of all previously waitlisted DG applications by the end of July. With continued high volumes of new applications being submitted, the Program Administrator expects to be within a two-week turnaround time for application review at the end of September for all application categories. This forecast is subject to change, and updates will be provided in each Weekly Announcement until processing times are back within a normal range.

### Ongoing Program Portal Updates

- The latest portal updates and enhancements, a Portal Development Roadmap, and portal help guides can be found at <https://illinoisshines.com/portal-updates/>.

- Portal Maintenance and Releases** - Scheduled system maintenance windows continue on **Tuesday and Thursday evenings (from 8:00 p.m. to 11:00 p.m. CPT)**, during which times the Portal is typically unavailable to users; the Program hopes these windows are minimally disruptive to Program participants. **Users working in the Portal should save their work prior to the 8:00 p.m. CPT start of system maintenance window, 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.**

Development Focus	Details	Planned or Actual Delivery
<b>Bugfix</b>		
DFs (CS & DG) created through CSV and API do not include hyphens in phone numbers.	Previously, Disclosure Forms created via CSV or API did not apply formatting to phone numbers and would save them as is. The portal will now add hyphens to standardize phone number formatting to xxx-xxx-xxxx where applicable.	June 25, 2024

### Requirements and Reminders

- Stakeholder Feedback** - There are no active stakeholder feedback requests at this time. Details on previous proposals and feedback requests can be found [at the Program website](#).
- IPA Request for AVs and Installer Designees Interested To Serve Stranded Illinois Shines DG Customers** - As previously [announced](#), the Program seeks entities interested in serving stranded customers, and [updates the lists](#) of participating vendors on a rolling basis. The original announcements include details regarding the opportunity to support stranded customers, eligibility requirements, and anticipated responsibilities.
- State of Illinois Employment Workshops** - For dates, times, and locations of upcoming State of Illinois Employment Workshops please view this [link](#).

CONTACT US: For portal, application, or Program-specific questions and inquiries, please contact [admin@IllinoisShines.com](mailto:admin@IllinoisShines.com) or call 877-783-1820.