

## MES Mid-Year Report Due December 31, Updated DG Disclosure Forms, Request for Part II CS Application Submissions

December 20, 2024

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

- **Events**
  - No events are scheduled for the coming week
- **Due Dates**
  - December 23, 2024 – Election Deadline: Project Re-Batch or Withhold (for January 8, 2025 ICC meeting)
  - December 31, 2024 – Deadline to submit MES Mid-Year reports
  - January 1, 2025 – January REC invoicing opens
  - January 6, 2025 – Last day for DG Disclosure Form API users to make necessary changes before new DG Disclosure Forms are in effect and Re-Batching opens for AVs
  - January 10, 2025 – **(Updated Deadline)** Last day to submit [Stakeholder Feedback on REC Contract Modifications](#)

### Stakeholder Support

- **Upcoming Program Administrator Office Hours - Please note that the Program will not hold Office Hours on December 25, 2024 or January 1, 2025 due to the holidays.**
- **Upcoming Illinois Shines Holiday Hours** - The Program will have limited services and updates on Wednesday, **December 25, 2024**, in observance of Christmas, and Wednesday, **January 1, 2025**, in observance of New Year's Day. On these days, the Program Call Center will be closed, and updates to the Block Capacity Dashboard, application tables, application project reports, and waitlists will resume the next business day. The Program will not issue weekly announcements those weeks.
- **Application Tips and Tricks** - The Program Administrator publishes [Tips and Tricks](#) to help support stakeholders in avoiding project applications from resulting in a *Need Info* request and delaying their review and approval.
  - The Program Administrator's application processors use a software platform to track *Need Info* responses and automatically tie them to the correct project applications. Through this process, the best way to minimize delays is to respond to the original *Need Info* request email. *Need Info* request emails are sent each Monday and Wednesday. Waiting for the formal email request and responding to it will likely result in quicker application verification.
  - Although *Need Info* notes are included in weekly AV project reports, preemptively emailing the Program Administrator with the information requested in the notes will slow down the process to review and verify applications that have a *Need Info* request.

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

- **Minimum Equity Standard Mid-Year Reports Due – December 31, 2024** – As announced on [November 12, 2024](#), Mid-Year Reports to show progress toward meeting the MES for Program Year 2024-25 are due **December 31, 2024**. Participating AVs and Designees should submit their Mid-Year Report by completing the form found [here](#). If your organization faces challenges in fulfilling these obligations, the Program Administrator is available to provide additional resources and guidance to help you reach compliance.
- **Updated DG Disclosure Forms** – On December 18, the Program detailed updates to Distributed Generation Disclosure Forms, which will go live the evening of **Tuesday, January 7, 2025** to support upcoming Net Metering changes in Illinois. Disclosure Forms are an important consumer education tool that customers can use to understand key project information and to compare offers.

The [announcement](#) included examples of the updated forms, and additional details on calculations for the value of electricity generated by the solar project. Many of the new fields already appear in the Portal and must be completed in order to generate a Disclosure Form, but the information does not currently appear on the PDFs. Once the updated Disclosure Forms go live, the information from these new fields will also appear on the PDFs that are generated for and provided to customers. The updates relate to information on batteries, utility rebates, calculations for the value of electricity, and net metering in Mt. Carmel, municipal utilities, and rural electric co-operatives. **CSV users will be required to utilize a new CSV template and API users should plan updates to their API by January 7, 2025.** Please contact [api-support@energy-solution.com](mailto:api-support@energy-solution.com) for API questions. This information is specifically about Disclosure Forms for the Illinois Shines program. Updates related to new Disclosure Forms for the Illinois Solar for All program will be released via that program's communication channels.

- **Request for Part II CS Applications on 20-Year Contracts** – The current Quarterly Period under the 20-year REC Contracts ends on February 28, 2025, and projects on the 20 Year REC Contracts must be Part II verified by this date in order to be included in the next invoice in April 2025. Because the Part II Verification process for CS projects requires additional steps to establish subscription rates, and because the projected volume of Part II Verification requests at the end of a Quarterly Period is typically high, the Program Administrator requests that AVs submit Part II CS applications within these timelines to facilitate faster processing:
  - Part II application submitted – By mid-January, approximately 6 weeks in advance of the end of the Quarterly Period.
  - Subscriber records updated – By end of January, approximately 4 weeks in advance of the end of the Quarterly Period.
  - Requests to run subscriber utility reports – Please provide at least 2 business days advance notice, per request of the interconnecting utilities.
- **Minimum Equity Standard 2023-24 Year-End Report** - Entities that recently received a notice of a "fail" rating for their Minimum Equity Standard (“MES”) Year-End Report will also receive information on entering into a Corrective Action Plan. Any question related to developing and submitting an MES corrective action plan can be submitted to [MES@illinoisshines.com](mailto:MES@illinoisshines.com).
- **REC Price Cost Inputs – Response Document and Comments Posted** – Following a [stakeholder feedback process](#) (including a public workshop and the consideration of submitted comments), the Agency has published a [Response document on its planned 2025 approach](#) to collect cost data on projects participating in the Illinois Shines and Illinois Solar for All programs. Comments and workshop materials can be accessed at the [Stakeholder Feedback](#) page. A REC Price Survey is expected to be released in early January 2025.
- **Consumer Protection Working Group** – The Illinois Shines and Illinois Solar for All programs **will not hold a Consumer Protection Working Group in January 2025**. The next Consumer Protection Working Group will be on February 7, 2025 at 10:00 a.m. CPT. If you are interested in participating in the group and future meetings, please submit the form on the [website](#).
- **Request for Feedback on Subscriber Management within the Illinois Shines Portal** - The Program Administrator is developing functionality for AVs and Designees to manage subscribers in the Illinois Shines Portal via CSV upload. In support of this development, **the Program expects to hold two Working Group meetings between January 13 and January 20, 2025, and sent interested parties a schedule poll**. Additional information and Zoom links will be provided upon confirmation of final meeting times. Participation is still welcomed and interested AVs and Designees should contact [admin@illinoisshines.com](mailto:admin@illinoisshines.com) for additional information.
- **New to the Program Website** - The following key additions to <http://www.IllinoisShines.com> have been shared:
  - Added the [Response document](#) and comments from the REC Price Cost Inputs stakeholder feedback request ([Stakeholder Feedback](#) page)
  - Added new CSV templates of the Disclosure Forms supporting upcoming Illinois net metering changes ([Program Documents](#) page)
  - Added [December 6, 2024 Consumer Protection Working Group meeting minutes](#) ([Consumer Protection Working Group](#) page)

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

- **Annual Report Update** - Draft REC Performance Evaluation (Drawdown) reports have been made available for AVs to review on SharePoint. There is one workbook per impacted contract ID available in 2024 Annual Report folders. AVs who do not have any projects eligible for the REC Performance Evaluation will not have any workbooks. The contracting utility is responsible for providing formal notification of any Drawdown amounts to AVs and will do so the week of January 6, 2025. For resources on the Annual Report, please see the previous [announcement](#).

**Timeline for Drawdowns and Related Events**

- The week of January 6 – Contracting Utilities provide formal notification of the amount of Drawdown payments to AVs.
- 5 business days after notice date – Deadline for AV to communicate if they prefer to make a cash payment or allowing the letter of credit used for collateral to be drawn upon (if applicable).
- 15 business days after notice date – Utility will draw on collateral unless an alternative request was received from AV (see above) and/or payment was received by the 14th business day after the notice date.
- 90 days after drawn upon collateral – AV required to top up collateral, if required.
- **Community Solar Program News** – See [TCS](#) and [CDCS](#) hubs on Program website for all CS updates.
  - **Program Year 2024-25 Community-Driven Community Solar Random Selection Event Results** - On December 11, 2024, the Program conducted the Program Year 2024-25 Community-Driven Community Solar (“CDCS”) Random Selection event. The results of Group A and Group B project awards and waitlists, as well as the [recording](#), [presentation slides](#), and the [Q&A](#), can be found on the Program’s [CDCS](#) page.

**Ongoing Operations Updates**

- **Re-Batching for ICC Meetings** – Due to an increase in late requests to withhold projects from submission to the ICC, the Program Administrator would like to remind AVs of the important information below.

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. **Please note that the Program will not be submitting a memo to the January 16, 2025 ICC meeting.** 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)
<del>12/30/2024</del>	<del>1/2/2025</del>	<del>1/16/2025</del>
<b>1/6/2025</b>	<b>1/8/2025</b>	1/23/2025
1/21/2025	1/23/2025	2/6/2025
1/31/2025	2/4/2025	2/20/2025

- **January REC Invoicing Opens January 1, 2025** - REC invoices and Quarterly Netting Statements will be made available for download from AV SharePoint folders on **January 1, 2025**. Invoices must be submitted to the utility by **January 10, 2025** to receive payment for the January invoice period. Any invoice amounts not submitted to the utility by January 10, 2025 will be carried forward and included in the next invoice period (April 2025).
- **Part II Verification Cut Off for January** - To allow time for invoice calculation and generation, the last valid Part II Verification date for January will be **January 27, 2025**. Applications that are Part II verified on or before January 27, 2025 will be included in the January invoicing period. Application processing will continue throughout the last week of the month and any applications that are reviewed between January 28, 2025 and January 31, 2024 will be invoiced in March 2025.

### 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 updated daily. For questions about specific project applications, please contact the Program Administrator at [admin@IllinoisShines.com](mailto:admin@IllinoisShines.com).

### 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 will 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 noted, though **AVs and Designees should plan on the full three hours.**

### Requirements and Reminders

- **Stakeholder Feedback** - This table outlines current and forthcoming proposals and feedback requests. Details on previous proposals and feedback requests can be found [at the Program website](#).

Proposal or Feedback Topic and Link to Details	Request for Comment Released	Deadline for Comment	Results or Updates to Request
<a href="#">Stakeholder Feedback on REC Contract Modifications</a>	December 6, 2024	<b>January 10, 2025</b>	
<a href="#">Stakeholder Feedback on REC Price Cost Inputs</a>	October 31, 2024	November 22, 2024	Response document and comments received are published <a href="#">here</a> .

- **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.
- **Changes to Illinois Net Metering Bill Credits – Update to Project Submission Deadline** – On **October 10, 2024**, the Agency noted the updated project submission deadline for **ComEd and Ameren (from December 13 to December 31, 2024. For MidAmerican deadline remaining January 1, 2025)** and updated the [Frequently Asked Questions \(“FAQs”\) document](#) about Net Metering Bill Credit changes.
- **Changes to the Illinois Shines AV Application** - On **November 25, 2024**, the Program announced upcoming changes to the Illinois Shines AV application. The announcement provided details on additional requirements for Doing Business As (“DBA”) entities, updated guidance regarding required company ownership information, and the additional question for Program Administrator awareness and tracking purposes.
- **IPA Survey – Solar Development Firms Working In Illinois** - If you have not yet participated in the Illinois Power Agency’s [survey](#), please do so by **Monday, December 23, 2024**. This survey seeks to better understand what’s

working well, where challenges exist, and ascertain both awareness and perceptions of the Illinois Solar for All (“ILSFA”) program. The IPA values the contribution to the finding of this research and asks firms who identify as an Illinois solar developers to please fill out the [survey](#). All answers will be anonymous and will only be used in aggregate. Responses will be utilized to help administrators shape the solar programs available in Illinois. The survey should take 10 to 12 minutes to complete. Survey link:

[https://elevateenergy.az1.qualtrics.com/jfe/form/SV\\_1MGrEai4IVIOyqO](https://elevateenergy.az1.qualtrics.com/jfe/form/SV_1MGrEai4IVIOyqO)

- **Request for Stakeholder Feedback on REC Contract Modifications – Extended Deadline** - On December 6, 2024, the Agency released a [Request for Stakeholder Feedback](#) that seeks input on the modifications proposed to the REC Contracts used for the Illinois Shines and Illinois Solar for All programs. **Written responses to this request for feedback are now due January 10, 2025.** Please see the full [Request for Stakeholder Feedback](#) for details.
- **Mentorship Program Next Steps** - Registration for the 2024-25 Mentorship Program closed December 6, 2024. The Program Administrator will inform applicants of their mentee or mentor status by email **today, December 20, 2024 by 5:00 p.m. CPT.** Please contact the EEC Sector Strategist at [eec@illinoisshines.com](mailto:eec@illinoisshines.com) if you have questions about the Mentorship Program.
- **Streamlined Part I and Part II Verification Email Process** - To enhance communication efficiency, the Program Administrator is updating the process for Part I and Part II verification notifications. Please see the previous [announcement](#) for details on what is changing and the benefits of this change.
- **Designee Renewals Past Due** – See previous [announcement](#).

**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.