

Draft 2025-26 Program Year Documents Released for Feedback, 2024 Annual Complaints Report Published, Portal Latitude and Longitude

March 7, 2025

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

- **Events**
 - No events are scheduled for next week
- **Due Dates**
 - March 10, 2025 – March REC invoicing deadline
 - March 11, 2025 – Project re-batching opens
 - March 13, 2025 – Election Deadline – Project re-batch or Withdrawal
 - March 26, 2025 – Last day to submit stakeholder feedback for draft Program Guidebook, draft Consumer Protection Handbook, draft REC Prices, and draft Consumer Protection DG and CS Contract Requirements

Stakeholder Support

- **Program Administrator Office Hours** – March 12, 2025, from 10:00 – 11:00 a.m. CPT - Individual AV or Designee support for Program requirements, Portal, application, or other questions.
<https://energy-solution.zoom.us/j/8678382503?omn=98063266350>.
- **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.
 - Projects subject to [prevailing wage](#) must include Certified Transcripts of Payroll (“CTPs”). AVs are encouraged to review their subcontractor’s CTPs prior to submitting a Part II application. Please check the following items on your subcontractor’s CTP to avoid the application requiring a *Need Info* request that will delay application review.
 - Confirm the address on the CTP reflects the actual project location and is consistent with the address listed in the application.
 - Only CTPs *issued* by the Illinois Department of Labor (“IDOL”) are acceptable.
 - Do not submit the following documents for CTPs. Unnecessary documents will delay application processing.
 - IDOL applications/submission forms.
 - CTPs from the United States Department of Labor. These are not accepted unless the AV can prove the project is subject to the [Davis Bacon Act](#).
 - Ensure labor hours are greater than zero. If no work occurred in a particular week, do not submit that CTP.

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

- **Draft Program Guidebook, Consumer Protection Documents, and REC prices Released for Feedback – Comments Due March 26, 2025** – On [March 7, 2025](#), the Program released the draft Program Guidebook, draft Consumer Protection documents, and draft REC Prices for the 2025-26 Program Year. The announcement details next steps in the Program Guidebook comment and updates process, as well as high-level changes to the draft Program Guidebook, draft Consumer Protection documents, and draft REC Prices. Redline comparisons between the current and draft documents have been posted on the [Program Documents](#) page. Comments for the draft Program Guidebook, draft Consumer Protection documents, and draft REC Prices are due on **March 26, 2025**. Comments for the draft Program Guidebook and draft Consumer Protection

documents should be emailed to IPA.Solar@Illinois.gov. Comments on the draft REC Prices should be submitted to IPA.Contactus@illinois.gov. Please see the full announcement for details.

- **Portal Latitude and Longitude Update** - As [shared last week](#), effective March 11, 2025, PVWatts® Calculator will no longer be available to provide the “address” query parameter used to support application submissions, including estimated system production and associated contractual REC delivery amounts. However, no change to the user experience is expected, and the Program will provide information early next week on the implemented solution for the entry of project latitude and longitude for DG and CS application submission.

The Program is updating relevant Part I and Part II fields in the Portal which will make latitude and longitude coordinates required for all projects, including a requirement for users to add coordinates for all projects in Part II, Section 1 (if missing) to support Capacity Factor calculations.

A maintenance window to implement these changes, making the coordinates fields required, in the Portal has been scheduled for **March 10, 2025, from 8:00 p.m. to 11:00 p.m. CPT** during which time the Portal will be unavailable. We apologize for any inconvenience this may cause. If you have questions, please contact the Program Administrator at admin@illinoisshines.com.

- **2024 Consumer Complaints & Disciplinary Actions Annual Report Published** - On February 28, 2025, the Agency filed the [2024 Consumer Complaints & Disciplinary Actions Annual Report](#). Under the [Long-Term Plan](#), the Agency is required to file this report annually with the Illinois Commerce Commission to document the frequency and nature of complaints related both to Illinois Shines and Illinois Solar for All. The report also includes details of enforcement actions taken by the respective Program Administrators related to such complaints. This year’s report highlights both data surrounding complaints as well as certain trends related to complaints, stranded customer data, and updates on the development of the three new Consumer Protection initiatives.
- **Reminder: REC Contract Amendments** – As shared on [February 27, 2025](#), the REC Contract Amendments will be sent for electronic signature to each AV with an active REC Contract by April 11, 2025. Please see the full [announcement](#) for key dates, details on the amendment, the process for signing it, and what happens after signing. The Program has created a [Frequently Asked Questions \(“FAQs”\) document](#) to provide information to AVs about the process for signing the REC Amendment Contracts.

It is critical that AVs sign the amendment within 45 days, by 11:59 p.m. CPT on May 26, 2025. Failure to do so is considered a Program violation and may lead to suspension.

The Program will share additional details directly to AVs in email over the next two weeks as the Program Administrator prepares to distribute amendments for signature. If you have other questions or concerns, please email the Program Administrator at admin@IllinoisShines.com as soon as possible.

- **March 2025 Consumer Protection Working Group** - The Agency and its Illinois Shines and Illinois Solar for All Program Administrators hosted the March Consumer Protection Working Group meeting today. The notes from the Working Group will be published on the [Program website](#), where agendas for meetings are also shared. The next Working Group meeting will be held on Friday, April 4, 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](#).
- **New to the Program Website** – The following key additions to <http://www.IllinoisShines.com> have been shared:
 - [2024 Consumer Complaints & Disciplinary Actions Annual Report](#) ([Annual Complaints Report](#) page)
 - [FAQs Related to the 2025 REC Amendment Process](#) document ([Program Help Guides and Application Tips](#) page)
 - Newly added to the [Program Documents](#) page:
 - [Draft Program Guidebook](#) (redline comparison between current 2024-25 Program Guidebook and draft 2025-26 Program Guidebook to be added March 10, 2025)
 - [Draft Consumer Protection Handbook](#) and [redline comparison between current 2024-25 Consumer Protection Handbook and draft 2025-26 Consumer Protection Handbook](#)

- [Draft Distributed Generation \(“DG”\) Contract Requirements and redline comparison between current 2024-25 DG Contract Requirements and draft 2025-26 DG Contract Requirements](#)
- [Draft Community Solar \(“CS”\) Contract Requirements and redline comparison between current 2024-25 CS Contract Requirements and draft 2025-26 CS Contract Requirements](#)
- [Draft 2025-26 REC Prices and REC Pricing Model – 2025-26 Draft Prices](#)

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

- **IPA Released Part II of its Equity Accountability System Assessment** – On [February 14, 2025](#), the Agency released the [Part II of its Equity Accountability System Assessment](#), which completes comprehensive evaluation of statutory Equity Accountability System (“EAS”) provisions in promoting equity across the clean energy economy. Please see full [announcement](#) for more information on the scope of the EAS and details of the two-part report. Part I of the Equity Accountability Assessment can be found [here](#).
- **IPA Released its Fiscal Year 2024 Annual Report** – As [previously shared](#), the IPA released its [Fiscal Year 2024 Annual Report](#). The Annual Report includes an overview of the Agency's activities, strategic initiatives, notable events, and key accomplishments from Fiscal Year (“FY”) 2024 (July 1, 2023 – June 30, 2024), the second half of the calendar year 2024, and early 2025. Please see the full [announcement](#) for details.

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. 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)
3/11/2025	3/13/2025	3/27/2025
3/25/2025	3/27/2025	4/10/2025
4/8/2025	4/10/2025	4/24/2025
4/22/2025	4/24/2025	5/8/2025
5/6/2025	5/8/2025	5/22/2025

- **March REC Invoicing Opened March 1, 2025** - REC invoices and Quarterly Netting Statements were made available for download from AV SharePoint folders on March 1, 2025. Invoices must be submitted to the utility by [March 10, 2025](#) to receive payment for the March invoice period. Any invoice amounts not submitted to the utility by March 10, 2025 will be carried forward and included in the next invoice period (June 2025).
- **Part II Verification Cut Off for March** - To allow time for invoice calculation and generation, the last valid Part II Verification date for March will be [March 25, 2025](#). Applications that are Part II verified on or before March 25, 2025 will be included in the April invoicing period. Application processing will continue throughout the last

week of the month and any applications that are reviewed between March 26, 2025 and March 31, 2025 will be invoiced in May 2025.

Application Processing Updates

- **Application Processing Tables** - Application processing tables are maintained at 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.
- **Application Processing Update** - Current application processing time is within the expected 10-day turnaround in all categories, which the Program Administrator expects to maintain for the foreseeable future.

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/>.
- **Upcoming Portal Maintenance and Releases** – Please note that an additional maintenance window to implement changes, making the coordinates fields required, in the Portal has been scheduled for **Monday, March 10, 2025, from 8:00 p.m. to 11:00 p.m. CPT** during which time the Portal will be unavailable.

Scheduled system maintenance windows will resume 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 8:00 p.m. CPT on March 10 and 8:00 p.m. CPT on March 11 at the start of system maintenance windows, 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.**

Development Focus	Details	Planned or Actual Delivery
Enhancements		
API: DG Purchase validation rule "transfer_requirements" (If you move) field should always be required.	API Only: API validation rules for calls to create Disclosure Forms for DG Projects have been updated to inform user that the "transfer_requirements" key-value pair is required on all purchase projects when left null. "Transfer_requirements" will continue to be required for Lease and PPA projects when "transfer_option" is set to "Yes". The "transfer_requirements" key-value pair populates the "If you move" section of the Disclosure Form. This change will bring the validation rules for the API into alignment with the validation rules applied in the web Portal and CSV upload process.	March 5, 2025

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
Draft Program Guidebook	March 7, 2025	March 26, 2025	Comments should be emailed to IPA.Solar@Illinois.gov with subject line "2025-26 Program Guidebook Feedback"
Draft Consumer Protection Handbook	March 7, 2025	March 26, 2025	Comments should be emailed to IPA.Solar@Illinois.gov .
Draft REC Prices	March 7, 2025	March 26, 2025	Comments should be emailed to IPA.Contactus@Illinois.gov .

Draft DG Contract Requirements	March 7, 2025	March 26, 2025	Comments should be emailed to IPA.Solar@Illinois.gov .
Draft CS Contract Requirements	March 7, 2025	March 26, 2025	Comments should be emailed to IPA.Solar@Illinois.gov .
Subscriber Management Working Group	December 6, 2024		A survey will be provided to Working Group participants for additional input on the proposed functionality for bulk editing and subscriber termination.

- **IPA Request for AVs and Installer Designees Interested in Serving 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.
- **IPA Power Hour - Equity in the Clean Energy Economy: Progress & Challenges** - On **March 28, 2025** from 12:00 p.m. – 1:00 p.m. CPT, the IPA will host an educational webinar titled Equity in the Clean Energy Economy: Progress & Challenges. This 60-minute webinar will discuss the progress and challenges around IPA equity initiatives, including Part I and II of the Equity Accountability System Assessment, the Agency’s Diversity, Equity, and Inclusion (“DEI”) Advisory Council, the IPA Racial Disparity Study, and more. The webinar will also highlight Illinois Shines’ Mentorship Program and explore the IPA’s outreach efforts targeted at Equity Eligible Contractors (“EECs”) and small and emerging businesses navigating Illinois’ solar landscape. Speakers for this webinar include Tanvi Shah, Chief DEI Officer, Illinois Power Agency; Jan Gudell, Associate Director of ILSFA, Elevate; and K.C. Doyle, Fellow/Strategy Lead, Energy Solutions. Registration is required to attend this webinar:
<https://us06web.zoom.us/meeting/register/gt3pOniAQ32KlufKB-LmZw#/registration>
- **Additional Clarification on Small DG Block Capacity Dashboard** – The Program Administrator published further clarification on the Small DG Block Capacity Dashboard on February 20, 2025. Please see full [announcement](#) for details.
- **Customer Satisfaction Survey is Underway** - The Program Administrator began to distribute the Consumer Satisfaction Survey to Small DG Purchase, Lease, and PPA customers whose applications were Part II verified since December 1, 2023. Please see previous [announcement](#) for more details on this survey.
- **Portal Community Solar Subscriber Management Working Group** – The Program Administrator will send a follow up survey to gather additional information in the coming weeks to the Working Group participants. Following further feedback, the Program Administrator will outline planned development for Portal-based subscriber management via CSV upload. Stakeholders seeking additional information may contact the Program Administrator at admin@IllinoisShines.com.
- **DCEO Small Business Capital and Infrastructure Grant Program** – See previous [announcement](#) for details. Applications must be submitted by Monday, April 7, 2025, at 5:00 p.m. CPT.

CONTACT US: For Portal, application, or Program-specific questions and inquiries, please contact admin@IllinoisShines.com or call 877-783-1820.