

## Reminder: Partial Portal Closure and Application Unavailability, 2026 Long-Term Plan Feedback Request, and REC Contract Amendments Signatures Due May 26, 2025

May 23, 2025

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

- **Events**
  - May 27, 2025 at 8:00 p.m. CPT - End of Year Program Pause
  - June 2, 2025 at 8:00 a.m. CPT - 2025-26 Program Year Opens
- **Due Dates**
  - May 23, 2025 - Deadline to upload available energy generation data to GATS in support of 2024-25 Delivery Year Annual Report
  - **May 26, 2025 – REC Contract Amendment signature is due AND Part II Verification Cut Off for May**
  - May 31, 2025 – REC certificates transfer to Buyer for 2024-25 Delivery Year Annual Report deadline
  - June 2, 2025 – Program Year 2025-26 MES Compliance Plan due AND re-batching opens for AVs
  - June 4, 2025 - Election Deadline for Project Re-Batch or Withdrawal for June 18, 2025 ICC Meeting
  - June 9, 2025 – 2026 Long-Term Renewable Resources Procurement Plan Stakeholder Feedback deadline

### Stakeholder Support

- **Upcoming Program Holiday Hours** - The Program will have limited services and updates on **Monday, May 26, 2025**, in observance of Memorial Day, and **Thursday, June 19, 2025**, in observance of Juneteenth. On these days, the Program Call Center will be closed. Updates to the Block Capacity Dashboard, application tables, application project reports, and waitlists will resume the next business day.
- **Program Administrator Office Hours** – May 28, 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/91402926068>
- **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.
  - Due to the Memorial Day holiday, *Need Info* emails will only be sent one time next week.

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

- **Partial Portal Closure and Project Application Unavailability May 27 – June 2, 2025** – As [previously shared](#), the 2024–25 Illinois Shines Program Year will close on the evening of Tuesday, May 27, 2025 at 8:00 p.m. CDT and at that time, the ability for Approved Vendors to create, revise, submit, and batch project applications will be paused within the Portal until the launch of the 2025-26 Program Year on June 2, 2025 at 8:00 a.m. CDT. **All Disclosure Form functionality including the ability to create, submit, and sign Disclosure Forms will be fully available during this Program pause period.** Important Information:
  - All Disclosure Form functionality, including the ability to create and submit Disclosure Forms and obtain signatures, will be available during the pause between Program Years.
  - Ability to create, revise, submit, and batch project applications will be unavailable in the Illinois Shines Portal **from 8:00 p.m. CDT on May 27, 2025, through 8:00 a.m. CDT on June 2, 2025.**
  - Project data may be exported from the Application Dashboard prior to the pause. To export data, navigate to Menu: Vendor -> Project Applications -> View. Then apply your preferred Search Filters in the column headings. When you're ready to export, select the "Export Project Data" button at the top of the page.

- **Reminder: REC Contract Amendments Signatures Due May 26, 2025** – On March 24, REC Contract Amendments were distributed to utilities, who had until April 11, 2025 to sign them. Following utility signature, the documents were automatically routed via Docusign to each AV with an active REC Contract for their signature by May 26, 2025. **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. Portal access will be restricted for non-compliant Approved Vendors beginning May 30, 2025.** A [Frequently Asked Questions \(“FAQs”\) document](#) was created to support AVs. If you **did not received a request through the signature platform, Docusign, to sign the amendment**, are having technical difficulties, or if you have other questions or concerns, please email the Program Administrator at [admin@IllinoisShines.com](mailto:admin@IllinoisShines.com) as soon as possible.
- **Stakeholder Feedback Request Regarding 2026 Long-Term Plan** – Following hosted workshops on April 30 (Chapter 8 – Illinois Solar for All) and May 1 (Chapters 7 and 10 – Illinois Shines and Equity Accountability System), the Illinois Power Agency issued a [request for stakeholder feedback](#) on May 19, 2025 as it prepares to develop its 2026 Long-Term Renewable Resources Procurement Plan. The documents linked in the announcement provide background on the various requests and pose questions for stakeholder input. Stakeholders may respond to any of these subjects or submit feedback on any other topic related to the Agency’s work. Comments should be provided via email attachment to [IPA.ContactUs@Illinois.gov](mailto:IPA.ContactUs@Illinois.gov) with the subject “[Responder’s Name] – Chapter [insert chapter number] LTP Feedback” by June 9, 2025 at 5 p.m. CPT. Responses will be published on the IPA website.
- **2025-26 Program Year Welcome Webinar Held** – The 2025-26 Illinois Shines Program Year opens June 2, 2025. To support stakeholders, an informational webinar on upcoming 2025-26 Program Year changes was held May 22, 2025. The Program Administrator and IPA shared updates regarding the 2025-26 Program Year Program Guidebook, updated Consumer Protection documents, REC capacity and prices, the Minimum Equity Standard, Annual Reports, and other important information and reminders. On April 18, 2025, the Program released the Program Year 2025-26 Program Guidebook, an updated Consumer Protection Handbook, Minimum Contract Requirements, and REC Prices for the 2025-26 Program Year which are available at the [Program Documents](#) web page. **Program participants are required to be in compliance with requirements outlined in these documents by June 2, 2025 and throughout the 2025-26 Program Year. The April 18, 2024 versions of the Program Guidebook, the Consumer Protection Handbook, and Distributed Generation (DG) and Community Solar (CS) Contract Requirements remain the effective versions of the documents until the new Program Year commences on June 2, 2025.** A [recording](#) of the webinar and [presentation slides](#) have been shared to the Program website; questions and answers from the event will soon be posted.
- **Enforcement of Two Withhold Limit from ICC Meetings** – Per the [Program Guidebook](#), the Program allows for Approved Vendors to only withhold projects from ICC submission twice before they must be either submitted for ICC approval or withdrawn. This policy will be strictly enforced in conjunction with the start of the 2025-26 Program Year that commences June 2, 2025, beginning with the memo submitted for the June 18, 2025 ICC meeting date. Any projects with more than two withholds at the time this memo is submitted will be put forward for ICC approval unless the Approved Vendor withdraws the Application. Please see Section C. “ICC Batching and Submission Process” of the [2025-26 Program Guidebook Rationale Document](#), published April 18, 2025, for further explanation of this policy. When a batch is approved by the ICC, the Approved Vendor will then be required to sign the contract (or Product Order) as approved by the Commission within seven business days of receiving it. Within 30 business days of the ICC approving the contract (or Product Order), collateral constituting 5% of the value of a system’s REC Contract must be posted with the utility counterparty in the form of cash or a letter of credit from an underwriter with credit acceptable to the utility. Failure to execute a Product Order or post collateral on time may result in withdrawal of the batch and any associated projects. As a result, the Approved Vendor may face disciplinary measures impacting their status as an Approved Vendor in the Program moving forward. Please see Section 5.A of the [Program Guidebook](#) for more information.
- **New to the Program Website** – The following key additions to <http://www.IllinoisShines.com> have been shared:
  - Welcome to Program Year 2025-26 webinar [recording](#) and [presentation slides](#) ([Program Year Webinars](#) page)
  - [2019 Reasons for Removal \(Amendment\)](#) – ([Program Documents](#) page)
  - [REC Payment Calculator for 2025-26 Prices](#) ([Program Documents](#) page)
  - [Updated Portal Roadmap](#) ([Portal Updates](#) page)

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

- **Minimum Equity Standard (“MES”) 2024-25 Year-End Reports and 2025-26 Compliance Plans** – On April 30, the Program announced that MES Program Year 2025-26 Compliance Plans opened for submission and are **due on June 2, 2025**. Please refer to an email from the Program Administrator on April 30 for your organization’s secure submission link and access code, and email [mes@illinoisshines.com](mailto:mes@illinoisshines.com) if you are having trouble accessing the form. On April 24, the Program published resources and guidance to support 2024-25 MES Year-End Report submissions, including key dates and details. The announcements followed an April 15 MES Compliance webinar providing guidance and schedule information for both Program Year 2024-25 Year-End Reports and Program Year 2025-26 MES Compliance Plans. Further information is available at the Program’s [Equity Accountability System hub](#), and a [recording of the webinar](#), [presentation slides](#) and a [Q&A document](#) can be found at the [Program Year Webinars](#) page.
- **Annual Report Resources** – In support of the close of the 2024–25 delivery year and the start of the Annual Reporting period, the Program Administrator created and posted training videos to the Program website’s [Program Help Guides and Application Tips](#) page, including:
  - [Annual Report and REC Performance Evaluation Walkthrough](#)— The purpose of the Annual Report, a walkthrough of reviewing project data and submitting supplemental information, and an overview of key deadlines.
  - [Community Solar Parameters Evaluation Walkthrough Video](#)— An overview of the annual subscriber verification process for Community Solar projects under the 2019 REC Delivery Contract, including specific examples of Drawdowns. Please refer to the [Community Solar System Parameters Evaluation \(Annual Subscriber Evaluation\) guide](#) as a supplemental resource.
  - [REC Performance Calculation Evaluation Walkthrough Video](#)— An overview of the Drawdown process for projects on the 15-Year REC Delivery Contracts, including specific examples and the actions Approved Vendors are required to do when projects are subject to Drawdowns. Please refer to the [REC Performance Evaluation guide](#) as a supplemental resource.
  - These on-demand resources enable Approved Vendors to familiarize themselves with the requirements and understand how Annual Report data is utilized to assess REC performance in relation to contractual obligations.
- **Launch of New EEC Application, and EEC Certificates Available for Certified EECs** - The Program Administrator will launch a new application for certification as an Equity Eligible Contractor (EEC), which will be available on the [Become an EEC page](#) on June 2, 2025. The new application will allow EEC applicants to attach required documentation directly to their submission, including a new fillable [EEC Attestation](#), to streamline the application process by eliminating the need to provide documentation via SharePoint folder. This application will also solicit additional contextual information from applicants including demographic data and business affiliations. **The qualifications for certifying as an EEC will not change with the launch of the new application.** The content of this new application can also be found in the PY 2025-26 Program Guidebook as [Appendix B](#).

On June 2, the Program Administrator will begin issuing EEC Certificates to newly certified and renewed EECs. This certificate may be used for attesting to EEC status to other market stakeholders, including granters. The certificate, like the EEC designation, will have one-year validity, which may be extended upon EEC renewal.

- **Guidance Regarding Disclosure Forms for Projects Waitlisted During Program Year 2024-25** – When a project application becomes waitlisted due to the exhaustion of a Program Year’s block capacity, Approved Vendors should use the "Additional Information" section to inform customers that the block capacity for their project has been reached and REC pricing will change to reflect REC prices in effect at the time the project is approved, which Approved Vendors should discuss with customers. The Program has updated the [Circumstances Requiring New Disclosure Form Issuance and Signature document](#) which addresses the circumstance, including:

- If the amount of pass-through REC incentive changes because project is waitlisted and REC prices change, the customer does NOT need to sign a new Disclosure Form, but the customer must be notified of the change
- If the amount of the REC incentive that AV receives will change but there is NO CHANGE to amount of pass-through to customer (including if there is no pass-through at all), and there are no changes to other terms (e.g., costs, fees), no action is required
- If other terms such as costs and fees change (e.g., a lease payment amount increases because the AV is receiving a lower incentive), a new Disclosure Form must be provided to and signed by the customer.
- **Updated Designee Registration Form** – An updated [Designee Registration Form](#) is now available, incorporating the Maintenance and Repair Designee type for entities that perform routine maintenance, monitoring, and/or repair to a system after installation. The registration process for Designees and Nested Designees remains the same and Approved Vendors should expect a 2-4 week turnaround time for Designee registration requests.
- **Launch of Solar Restitution Program** – [On May 5, 2025](#) the IPA and Illinois Shines Program Administrator announced the launch of the Solar Restitution Program (“SRP”), which is designed to provide economic compensation to customers harmed through their participation in Illinois Shines or Illinois Solar for All. While most customers have a positive experience in connection with the Agency’s programs, there are unfortunately still entities that cause economic harm to customers, and the SRP is a new tool that allows the Agency and Program Administrator to help provide financial restitution to customers who have experienced such harm in certain circumstances. Phase I of the SRP will provide compensation to customers who were promised a pass-through of the Illinois Shines REC incentive payment by their Approved Vendor but did not receive the promised payment, in situations where the Approved Vendor in fact received the REC incentive from the utility. Later phases of the SRP will expand the scope to other types of harm. Additional information about the SRP can be found at <https://illinoisshines.com/solar-restitution-program/>.
- **Upcoming REC Transfers in Preparation for the 2024-25 Annual Report** – As a reminder, RECs delivered between June 1, 2024 - May 31, 2025 are considered to be within the “2025 delivery year.” AVs must successfully transfer RECs to the Buyer during this timeframe in order to be used to calculate any necessary collateral adjustments or contract default for the 2024-25 Annual Report. As AVs prepare for the 2024-25 Annual Report, keep the following in mind:
  - The Buyer counts RECs based on when they are *successfully transferred*, **not** when they are generated.
  - Upload all available energy generation data to GATS **before May 23, 2025**, since data processing and REC certificate creation **may take up to seven days**. Once created, **transfer the REC certificate to the Buyer before 11:59 p.m. CPT on May 31, 2025**.
  - Ensure RECs are **delivered before May 31, 2025**, as any REC delivered after this deadline **will not count** toward the 2024-25 Delivery Year Annual Report.
  - For AVs with systems eligible for the 3-Year Rolling Average Collateral Drawdown process, upload all available energy generation data **before May 23, 2025 to minimize potential Drawdowns on posted collateral**.
  - *Although M-RETS processes Generation Data instantly (creating and transferring RECs per a standing order within moments), AVs should act early out of an abundance of caution.*

### 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)
6/2/2025	6/4/2025	6/18/2025
6/13/2025	6/17/2025	7/2/2025
6/30/2025	7/2/2025	7/17/2025
7/22/2025	7/24/2025	8/7/2025

- **Part II Verification Cut Off for May** - To allow time for invoice calculation and generation, the last valid Part II Verification date for May will be May 26, 2025. Applications that were Part II verified on or before May 26, 2025 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 May 27, 2025 and May 31, 2025 will be invoiced in July 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).
- **Application Processing Update** - Following the May 7, 2025 conclusion of the Small DG soft close period, review of Part I applications has exceeded the 10-day expected turnaround time. The Program Administrator is working to bring application review back into the expected turnaround time and will continue to inform stakeholders of progress. In addition to information available at the Project Application Reports page, the status of individual project applications can be checked with the [Project Look Up Tool](#).

#### 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="#">Equity Eligible Contractor Certification</a>	April 1, 2025	April 18, 2025	Comments to be published
<a href="#">Draft Program Guidebook</a>	March 7, 2025	March 26, 2025	<a href="#">Corrected version of April 18, 2025 version;</a> compliance required by June 2, 2025.

<a href="#">Draft Consumer Protection Handbook</a>	March 7, 2025	March 26, 2025	<a href="#">Final version released April 18, 2025;</a> compliance required by June 2, 2025.
<a href="#">Draft DG Contract Requirements</a>	March 7, 2025	March 26, 2025	<a href="#">Final version released April 18, 2025;</a> compliance required by June 2, 2025.
<a href="#">Draft CS Contract Requirements</a>	March 7, 2025	March 26, 2025	<a href="#">Final version released April 18, 2025;</a> compliance required by June 2, 2025.
<a href="#">Draft REC Prices</a>	March 7, 2025	March 26, 2025	<a href="#">Final REC Prices published April 18, 2025.</a>
CS Subscriber Management Function	Survey issued April 7, 2025	April 21, 2025	Results of stakeholder survey under evaluation by Program for requirements updates.
<a href="#">2026 Long-Term Plan Development</a>	May 19, 2025	June 9, 2025	Comments should be emailed to <a href="mailto:IPA.Contactus@illinois.gov">IPA.Contactus@illinois.gov</a>

- **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.
- **Illinois Climate Bank Financing Programs** - The Illinois Climate Bank updated its website with a clean energy project financing page that may be of interest to Illinois Shines Approved Vendors. The page is available at: <https://www.illinoisclimatebank.com/financing-programs/K>

**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.