

Part II Community Solar Subscriber Verification Timeline, Third Long-Term Plan Stakeholder Workshop, Accessing Portal API Support

June 13, 2025

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

- **Events**
 - June 23, 2025 – Third Long-Term Plan Development Workshop. [Register here.](#)
 - July 11, 2025 – Illinois Power Agency Power Hour. [Register here.](#)
- **Due Dates**
 - June 13, 2025 - Re-batching opens for AVs
 - June 17, 2025 – Election Deadline for Project Re-Batch of Withdrawn for July 2, 2025 ICC Meeting
 - June 24, 2025 – Part II Verification Cut Off for June
 - July 1, 2025 – Annual Report response window opens

Stakeholder Support

- **Upcoming Program Holiday Hours** - The Program will have limited services and updates on Thursday, June 19, 2025, in observance of Juneteenth. On this day, 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** – June 18, 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.
 - The Program has observed an increase in Approved Vendors uploading documentation for the wrong project/customer across both Part I and Part II project applications. To avoid delays in application review and approval, Approved Vendors should use care to upload the correct documentation for project applications.

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

- **Part II Community Solar Subscriber Verification Timeline Updates** - The Part II application submission and subscriber verification timeline for community solar projects has been updated per Section 5.E. (Part II Submission Timelines for Community Solar Projects) of the [Program Guidebook](#). Approved Vendors must submit Part II applications and update subscriber records earlier during the Quarterly Period to allow the Program Administrator sufficient time to process applications and complete subscriber verifications. These updates also highlight the minimum advance notice for utility subscriber report requests to the Program Administrator. Key dates to the updated timeline:
 - **Part II Application Submission:** 6 weeks prior to the end of the Quarterly Period
 - **Subscriber Data Submission:** 4 weeks prior to the end of the Quarterly Period
 - **Subscriber Utility Reports Requests:** 2 business days advance notice

Approved Vendors should work to follow these updated timelines for all Part II Verifications for community solar projects moving forward. The Program Administrator will prioritize subscriber verifications for projects submitted 6 weeks prior to the close of the Quarterly Period but will continue in our best effort to complete subscriber verifications and Part II verify projects submitted past this date. Emails will be sent out to all community solar Approved Vendors with more information.

- **MES 2024-25 Year-End Report Submission Due July 15, 2025** – On May 30, the Program opened the MES Program Year 2024-25 Year-End Report submission, which is due from all participating Approved Vendors and

Designees on July 15, 2025. All Program Participants should have received an email from the Program Administrator with a link to their secure MES submission portal. Please contact mes@illinoisshines.com for assistance.

- **2025-26 MES Compliance Plans Past Due** – MES Program Year 2025-26 Compliance Plans were due from all Approved Vendors and Designees on June 2, 2025. The Program is following up with entities who have not submitted a 2025-26 Program Year Compliance Plan. Failure to submit could result in disciplinary action. Please contact mes@illinoisshines.com for any assistance.
- **Rationale Document for Escrow Process Published** – In the 2024 Long-Term Renewable Resources Procurement Plan the Illinois Power Agency proposed the creation of an escrow process to ensure that customers who participate in IPA solar incentive programs and who have been promised a pass-through of the REC incentive payment in fact receive the payment. The Agency conducted an additional stakeholder process in Fall 2024 and published [this rationale document](#) to describe the final details for the escrow initiative. The Program Administrator plans to launch the escrow process later this month.
- **Annual Report Resources** – As previously shared, the Program Administrator created and posted training videos at the [Program website](#), in support of the close of the 2024–25 delivery year and the start of the Annual Reporting period, including:
 - [Annual Report and REC Performance Evaluation Walkthrough video](#)
 - [Community Solar Parameters Evaluation Walkthrough video](#).
 - Please refer to the [Community Solar System Parameters Evaluation \(Annual Subscriber Evaluation\) guide](#) as a supplemental resource.
 - [REC Performance Calculation Evaluation Walkthrough video](#)
 - [2024-25 Approved Vendor Annual Report Guide](#)

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.

The Annual Report response window will open on July 1, 2025, with response submission by Approved Vendors due to the Program Administrator by 11:59 PM CPT on July 15, 2025 (for those who have not signed a REC Contract Amendment) or by 11:59 PM CPT on August 1, 2025 (for those who have signed a REC Contract Amendment). The Program Administrator will share a link to the Annual Report submission form when it opens on July 1, 2025. There is no immediate action required at this time. 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.

- **IPA Announces Third Stakeholder Workshop for 2026 Long-Term Plan Development** - The IPA will host a third virtual workshop to gather stakeholder feedback as the Agency prepares to develop its 2026 Long-Term Renewable Resources Procurement Plan (Long-Term Plan). This workshop will focus on the RPS Budget and REC Portfolio (Chapter 3 and associated workbooks to be included as Appendix B), and the methodology/approach to be used for calculating REC prices for Illinois Shines and Illinois Solar for All (Chapters 7 and 8 and the REC Pricing Model to be included as Appendices D and E). Registration is required to attend this workshop:
 - **2026 Long-Term Plan Stakeholder Workshop #3: RPS Budget/REC Portfolio and Program REC Pricing Approaches**
 - **Date:** June 23, 2025
 - **Time:** 10 a.m. - 12 p.m. CT
 - **[REGISTER NOW](#)**

An agenda for this session will be released prior to the workshop. Additionally, the IPA plans to issue a request for written stakeholder feedback immediately following the workshop. The feedback request will complement the workshop discussions by giving stakeholders an opportunity to share additional details and insights.

- **Updated Email Address for Portal API Support** – The Program Administrating is migrating support for the Portal’s API users to a new platform, necessitating an updated email address for users to access support. **Effective immediately, users seeking assistance should contact the Program Administrator at il-api-support@illinoisshines.com, and discontinue using api-support@energy-solution.com.**
- **IPA Power Hour – Load Growth: How Is It Shaping Power Markets?** – On July 11, 2025, join the IPA for an educational Power Hour webinar titled Load Growth: How is it shaping power markets? This webinar will provide an overview on load growth, explore its key drivers and impacts, and take a look at the evolving dynamics of load growth in Illinois. Attendees will gain insights into trends and challenges shaping load growth and how Illinois can prepare for the state's rapidly changing energy landscape. Registration is required to attend this webinar. Speakers for this webinar include IPA Planning & Procurement Chief Jim Rouland, World Resources Institute U.S. Clean Energy Specialist Ian Goldsmith, the Brattle Group Managing Energy Associate Akhilesh Ramakrishnan, and PJM Interconnection Executive Director of Government Services Jason Stanek. [Register at this link.](#)
- **New to the Program Website** – The following key additions to <http://www.IllinoisShines.com> have been shared:
 - [Minutes from the June 6, 2025 Consumer Protection Working Group \(CP Working Group page\)](#)
 - [Escrow Process Rationale Document \(Consumer Protection Initiatives page\)](#)

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

- **2025-26 Program Year Open** – The 2025-26 Illinois Shines Program Year opened June 2, 2025. A [Welcome to Program Year 2025-26 announcement](#) provided links to updated resources, block capacity information and other important details, [and on June 3, 2025](#), the Program announced updates on block capacity following the 2025-26 Program Year opening. Effective June 2, 2025 and throughout the 2025-26 Program Year, all participating entities must be in full compliance with the [2025-26 Program Guidebook](#), an updated [Consumer Protection Handbook](#), [Minimum DG and CS Contract Requirements](#), and [REC Prices](#) which are available at the [Program Documents](#) web page. New Approved Vendor, AV Renewal, and Equity Eligible Contractor applications became available on June 2 as well at the [Become an Approved Vendor or Designee](#) and [Become an EEC](#) pages. On June 3, 2025, the Program published an [updated Program Guidebook](#) to correct a discrepancy to a REC Pricing sub-category.
- **2024-25 Traditional Community Solar Waitlisted Projects Awarded Capacity in Program Year 2025-26** - On June 2, 2025 Traditional Community Solar capacity for the 2025-26 Program Year opened with 64 MW for Group A and 149 MW for Group B. Capacity was first allocated to projects on the 2024-25 Group A and Group B Waitlists, with a 20% Developer cap applied. Capacity has been fully allocated to projects submitted before June 2, 2025. The [list of awarded waitlist projects](#) can be found at the Program’s [Traditional Community Solar hub page](#).
- **Community Solar Updates and Reminders for 2025-26 Program Year** – On May 28, 2025, the Program shared [updates and reminders](#) for the Community-Driven Community Solar (CDCS) and Traditional Community Solar (TCS) project categories, including application acceptance, allocated block capacity (notwithstanding additional capacity resulting from the uncontracted capacity reallocation process), waitlist procedures, and more. Please [see the full announcement](#) for details.
- **Mentorship Program Final Report** - The Illinois Shines 2024-25 Program Year Mentorship Program concluded March 10, 2025, capping an eight-week program during which mentees completed virtual training courses and participated in live, interactive sessions with experienced AV mentors and the Program Administrator’s subject matter experts and an in-person graduation event. The Program has published a final [Illinois Shines 2024-25 Mentorship Program Final Report](#) providing details on the Program and post-program surveys and participant feedback, and recommendations for future expansion. The report, along with recordings and slides from the Mentorship Program, is available at the Program website’s [Mentorship Program page](#).
- **Uncontracted Capacity Reallocation Process for the 2025-25 Program Year** - Illinois Shines features annual blocks of capacity that remain open until block capacity is exhausted for the Program Year, and unused or uncontracted capacity is redistributed after the close of a Program Year. An [initial memo](#) outlining the steps the Agency took to reallocate remaining capacity from the 2024-25 Program Year for use in the 2025-26 Program Year was issued on May 29, and the Program published [a detailed memo](#) on June 5, 2025.

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.
- AVs may withhold a Part I verified application from submission to the ICC **no more than twice** for any given project application. Once a project has been withheld twice, it must either be withdrawn from the Program or submitted to the ICC in the next memo.
- 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)
6/13/2025	6/17/2025	7/2/2025
6/30/2025	7/2/2025	7/17/2025
7/22/2025	7/24/2025	8/7/2025
8/5/2025	8/7/2025	8/21/2025

- **Part II Verification Cut Off for June** - To allow time for invoice calculation and generation, the last valid Part II Verification date for June will be June 24, 2025. Applications that were Part II verified on or before June 24, 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 June 26, 2025 and June 30, 2025 will be invoiced in August 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.
- **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
Equity Eligible Contractor Certification	April 1, 2025	April 18, 2025	Comments were published here .
CS Subscriber Management Function	Survey issued April 7, 2025	April 21, 2025	Results of stakeholder survey under evaluation by Program for requirements updates.
2026 Long-Term Plan Development (Chapters 7, 8, 10)	May 19, 2025	June 11, 2025	Comments to be published

- **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.
- **Phishing Attempts** – The Program reminds stakeholders to remain vigilant against email phishing attempts and avoid opening unexpected emails or clicking suspicious links that appear to be from the Illinois Shines program, its Program Administrator, or the IPA. Official correspondence from these parties will only come from email addresses ending in @illinoisshines.com, @energy-solution.com, @illinoisabp.com, or @illinois.gov – please check our Contact Us page for more guidelines.

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