

Annual Report Responses Due Soon, 2024-25 MES Year-End Reports Due July 15, Updated Portal Roadmap

July 11, 2025

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

- **Events**
 - July 11, 2025 – Illinois Power Agency Power Hour “Load Growth: How is it shaping power markets?”. [Register here.](#)
- **Due Dates**
 - July 15, 2025 – MES 2024-25 Year-End Report Submission Due and Annual Report Response Period Ends for AVs that have not signed REC Contract Amendment
 - July 22 – Re-Batching Opens for AVs for August 7, 2025 ICC Meeting
 - July 24 – Election Deadline – Project Re-Batch or Withdrawal for August 7, 2025 ICC Meeting
 - July 25, 2025 – Part II Verification Cut Off For July
 - August 1, 2025 – Annual Report Response Period Ends for AVs that have signed REC Contract Amendment

Stakeholder Support

- **Program Administrator Office Hours** – July 16, 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>. **Please note: the schedule for Office Hours has changed. Please see the full item below for details.**
- **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.
 - **Project Installer Change** – If the project installer has changed between Part I and Part II, please review all of the installer’s contact information, qualified person, and ICC certification details before submission. Noting this change in the Part II ‘Overview Comments’ could help avoid additional *Need Info* requests about documentation discrepancies which can delay application review and approval.

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

- **Reminder: Annual Report Response Window Opened July 1, Upcoming Response Deadlines** – The Annual Report response window opened 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). Approved Vendors with an active REC contract are required to submit an Annual Report and were sent a link to respond via email. 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.

Following the conclusion of the Annual Report cure period on October 30, 2025, the Program Administrator will calculate any potential Drawdowns for the annual REC performance evaluations. The calculation will include any finalized batch or contract assignments, REC delivery obligation reduction requests, or Force Majeure requests that are reported before October 30, 2025. Please review your portfolio to ensure that any contract status is correct and request any changes in a timely manner so the Drawdown calculations can be completed accurately.

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 AVs to familiarize themselves with the requirements and understand how Annual Report data is utilized to assess REC performance in relation to contractual obligations.

- **Reminder: 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.
- **New to the Program Website** – The following key additions to <http://www.IllinoisShines.com> have been shared:
 - [July Illinois Shines Data Report \(Illinois Shines Data Report page\)](#)
 - [Updated Portal Roadmap \(Portal Updates page\)](#)
 - [Portal Overview help guide \(Program Help Guides and Application Tips page\)](#)

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

- **Update to Illinois Shines Office Hours Schedule** - Since 2022, the Illinois Shines Program has hosted weekly office hours for participating and prospective entities, including subject matter experts from the Sector Strategy team to address questions ranging from Program requirements to technical support to project-specific or project-category assistance. Due to continued utilization of 1:1 appointments that entities may schedule with Sector Strategists, and reduced office hours attendance, the Program Administrator will begin hosting office hours every other week for the balance of the Program Year, and can consult the [Key Dates & Deadlines](#) page for specific dates. Stakeholders are encouraged to contact the Program at admin@illinoisshines.com for support with general inquiries, or to contact individual Sector Strategists for support in specific project categories, using contact information at the [Project Category Hub](#) pages.
- **Portal Maintenance to Modify Disclosure Form File Naming Convention** – As [previously announced](#), the Program is remediating an issue stemming from the use of identical Disclosure Form file names in the Program portal. The Program Administrator implemented a solution to block download of signed Disclosure Form PDFs on records identified as potentially impacted by the file naming/save-write conflict issue, and implemented a solution to ensure that moving forward, each uploaded Disclosure Form receives a unique name regardless of how the stakeholder named the file. On June 27, 2025, the Program Administrator emailed Approved Vendors with impacted Disclosure Forms to provide support and answer questions.
- **Illinois Shines Escrow Process Launched** – The Illinois Power Agency and Illinois Shines Program Administrator [previously announced the launch of the escrow process](#), first outlined in the 2024 Long-Term Renewable Resources Procurement Plan. The escrow process may be used when an Approved Vendor (AV) fails to make promised pass-through payments to customers. Through the escrow process, Illinois Shines incentive payments will be made to an escrow agent, rather than to the AV. The escrow agent will then disburse any promised payments to customers, with the remainder disbursed to the AV. With the official launch of the initiative, the escrow process is now available for use going forward, should the Program Administrator become aware of an AV that is not passing through promised payments to customers. Questions should be directed to the Program Administrator at admin@illinoisshines.com.
- **Helping Public Schools Go Solar With Illinois Shines – Recorded Presentation and Slides Available** – The Program has prepared a [recorded presentation \(presentation slides here\)](#) designed to help public schools explore solar energy opportunities through Illinois Shines. The [presentation](#) provides an in-depth overview of the Illinois Shines Program, project types including the Public Schools project category, financing options, and key considerations for public schools exploring solar energy. It complements a [Public Schools Case Study](#) the Program recently published. More information and resources can be found at the [Public Schools hub page](#).
- **New Homeowner Handout Available: Solar Loan Financing** – In March, the IPA and its Program Administrators launched the Homeowner Handout series to help educate consumers about the decision to go solar and

provide resources to help them make informed, confident decisions about going solar with Illinois Shines. The first resource in the series, [Selecting a Solar Company: Green and Red Flags](#) is available in both [English](#) and [Spanish](#) versions, and the latest resource, [Solar Loan Financing](#), is now available, in both [English](#) and [Spanish](#) versions. Further Homeowner Handout resources are in development.

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)
7/22/2025	7/24/2025	8/7/2025
8/5/2025	8/7/2025	8/21/2025
8/18/2025	8/20/2025	9/4/2025
9/2/2025	9/4/2025	9/18/2025

- **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 25, 2025. Applications that were Part II verified on or before July 25, 2025 will be included in the August invoicing period. Application processing will continue throughout the last week of the month and any applications that are reviewed between July 26, 2025 and July 31, 2025 will be invoiced in September 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** - 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
2026 Long-Term Plan Development (Chapters 7, 8, 10)	May 19, 2025	June 11, 2025	Comments were published here
2026 Long-Term Plan Development (Chapter 3 and Program REC Pricing)	June 25, 2025	July 10, 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.
- **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.**
- **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.