

Annual Report Responses and Cure Period, 2024-25 MES Year-End Reports Past Due

July 18, 2025

Coming up in Illinois Shines

2025 Program events & due dates found at the [Key Dates & Deadlines webpage](#)

- **Events**
 - **August 1** – Consumer Protection Working Group. See the [Working Group](#) page for agenda and link.
- **Due Dates**
 - **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** – Part II Verification Cut Off for July
 - **August 1** – Annual Report Response Period Ends for AVs that have signed REC Contract Amendment
 - **August 5** – Re-Batching Opens for AVs for August 21, 2025 ICC Meeting
 - **August 7** – Election Deadline – Project Re-Batch or Withdrawal for August 21, 2025 ICC Meeting
 - **August 10** – August REC Invoicing Deadline

Stakeholder Support

- **Program Administrator Office Hours** – July 30, 2025, from 10:00 – 11:00 a.m. CPT - Individual AV or Designee support for Program requirements, Portal, application, or other questions. Join link: <https://energy-solution.zoom.us/j/91402926068>. Office hours are now held on a bi-weekly basis.
- **Application Tips and Tricks** - The Program Administrator publishes [Tips and Tricks](#) to help support stakeholders avoid *Need Info* requests that can delay application review and approval.
 - **Project Address Variance** - Part I Section 6 of the DG project application includes a text field for Approved Vendors to explain variances between the Utility Account Holder and the Property Owner. AVs may now use this field to explain variances in project addresses as well. For example, the physical project location address might differ from the utility address due to street name redesignation, zip code boundary changes, township vs city address, etc. AVs should provide the physical project location on the application, and should note an alternative known address (e.g., for utility purposes) in this field. Using this field to explain discrepancies between the project application and supporting documentation can help reduce the risk of a *Need Info* request, which can delay application review and approval.

Program News – New or Updated Items

All Program updates can be found on the [Program Updates webpage](#)

- **Annual Report Response Deadlines and Cure Period** – 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 AVs that 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. Failure to submit an Annual Report is an Event of Default under the REC Contract.

The Annual Report Cure Period begins on July 16, 2025 (for AVs that have not signed the REC Contract Amendment), and on August 4, 2025 (for AVs that have signed the REC Contract Amendment). During this time, the Annual Report Cure Period begins. The Program Administrator will contact Approved Vendors to cure any report discrepancies. Annual Reports that were not submitted during the preceding response period will not be accepted during this time. The Cure Period is limited to the curing of issues identified in already submitted Annual Reports.

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.

- **MES 2024-25 Year-End Report Submissions Past Due** – On May 30, the Program opened the MES Program Year 2024-25 Year-End Report submission, which were due from all participating Approved Vendors and Designees on July 15, 2025. The Program is following up with entities who have not submitted a 2024-25 Year-End Report. Failure to submit could result in disciplinary action. Please contact mes@illinoisshines.com for assistance.
- **Updated Renewal Process for Approved Vendors with Common Ownership** – The Program is modifying the annual renewal process for AVs who share common ownership with one or more other AVs. Beginning in September, all AVs who share common ownership will be required to submit their annual renewals at one time in a single Excel file, rather than at separate times throughout the year. This change is designed to increase efficiency and reduce the administrative burden for AVs to make separate submissions throughout the year. Questions on the renewal form are not changing. In early August, the Program will provide additional information to these AVs about the updated process.
- **Southern Illinois Clean Energy Summit** – In collaboration with Illinois Shines and the Illinois Department of Commerce and Economic Opportunity (DCEO), Illinois Solar for All is hosting the Clean Energy Equity Summit at John A. Logan College in Carterville, IL, on August 20-21, 2025. This two-day event is free to attend; [registration is required](#). Attendees who wish to attend both days must register for each day separately.
- **New to the Program Website** - The following key additions to www.IllinoisShines.com have been shared:
 - [Updated 20 Year REC Delivery Contract – Community Solar Subscriber Verification Overview & Timeline \(Help Guides and Application Tips page\)](#)

Program News – Previously Published Items

All Program updates can be found on the [Program Updates page](#)

- **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, and in late June the Program Administrator emailed AVs with impacted Disclosure Forms.
- **Illinois Shines Escrow Process Launched** – The IPA and Program Administrator [previously announced the launch of the escrow process](#), which may be used when an Approved Vendor fails to make promised pass-through payments to customers. 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 admin@illinoisshines.com.
- **Helping Public Schools Go Solar With Illinois Shines – Recorded Presentation and Slides Available** – A [recorded presentation \(presentation slides here\)](#) designed to help public schools explore solar energy opportunities through Illinois Shines is now available. The [presentation](#) provides an in-depth overview of Illinois Shines, the Public Schools and other project categories, financing options, and more. The presentation 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 Program 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.

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 that they 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.
 - 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. 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

- **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](#).

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 **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. **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.**

Requirements and Reminders

- **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.
- **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 were published here under REC 'Portfolio, RPS Budget and Program REC Pricing.'

- **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 Administrator is migrating support for the Portal's API users to a new platform, necessitating an updated email address for users to access support. Users seeking assistance should contact the Program Administrator at il-api-support@illinoisshines.com, and discontinue using api-support@energy-solution.com.
- **Update to Illinois Shines Office Hours Schedule** – As previously announced, office hours are now hosted every other week, and upcoming sessions can be found at the [Key Dates and Deadlines](#) page. Stakeholders are encouraged to contact the Program at admin@illinoisshines.com for general support inquiries, or to contact individual Sector Strategists for project category-specific support, using contact information at the [Project Category Hub](#) pages.

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