

How should a request for the extension of a project's Scheduled Energized Date be submitted?

As detailed in Section 2.4(b) of the ILSFA REC contracts (Utility REC Contract and IPA REC Contract), Scheduled Energized Date extension requests must be “made in writing by Seller **to Buyer and the IPA** prior to the Scheduled Energized Date.” Buyer contact information is contained in Exhibit B of the ILSFA REC contracts and requests to the IPA should be sent to IPA.solar@illinois.gov. Please note that for contracts where the IPA is also the buyer, only one notice to the IPA is required.

Each extension request under Section 2.4(b) of the ILSFA REC contracts should reference the specific contract clause under which an extension is sought (i.e., which subparagraph of Section 2.4(b) is being relied upon) and should avoid referencing multiple clauses in a single request (as multiple clauses may implicate multiple distinct processes and decision-makers for the request).

Each extension request should include, at minimum, a brief narrative outlining the justification for the request. This narrative should clearly explain the situation under which the Approved Vendor believes an extension is warranted for the referenced systems. If extensions are being requested for multiple systems and the narrative is similar, a single extension request may be made for multiple systems (although please provide separate requests for each contracting utility).

The IPA also strongly encourages that each of the following be included in an extension request.

1. Approved Vendor Name (as listed in your ILSFA Approved Vendor portal)
2. Approved Vendor ID # found on REC Contract
3. Designated System ID #
4. Project Name or Address
5. Project Sub-Program (Low-Income Distributed Generation, Low-Income Community Solar, or Non-Profit/Public Facilities)
6. Contract ID #
7. Batch ID #
8. Trade Date
9. Contracting Utility or IPA
10. REC Contract Clause Referenced (e.g., Section 2.4(b)(iii))
11. Length of Extension Requested
12. Original Scheduled Energization Date
13. Requested New Scheduled Energization Date (Rounded to the last business day of the month for Section 2.4(b)(iii) requests)

For requests covering multiple systems, please include this information in a spreadsheet attached to the request.

Note that any extension requests under Section 2.4(b)(iii) should be rounded to the last business day of the month. For example, if a system's Scheduled Energized Date is August 19, 2024, and the Approved Vendor requests a 12-month extension under Section 2.4(b)(iii), the new Scheduled Energized Date will be August 31, 2025, instead of August 19, 2025. Please ensure this is captured in all extension requests sought under Section 2.4(b)(iii).

Lastly, please double-check the accuracy of all extension request information, including whether a given system is still under contract, prior to submitting an extension request. And remember that under Section 2.4(b), requests must be "made in writing by Seller **to Buyer and the IPA** prior to the Scheduled Energized Date." Buyer contact information is contained in Exhibit B of the ILSFA REC contracts and requests to the IPA should be sent to IPA.solar@illinois.gov.

Should you have any questions prior to submitting a request, please contact IPA.solar@illinois.gov.