

## Appendix L – Extension Request Process

Each Scheduled Energized Date extension request under Section 5(b) [2019 REC contract] or Section 2.4(b) [2021 and 2022 REC contracts] of the REC contract should reference the specific contract clause under which an extension is sought (i.e., which subparagraph of Section 5(b)/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). A request of a **minimum three-month extension** for a “good cause” granted at the IPA’s discretion under Section 5(b)(v)/Section 2.4(b)(iii) of the REC contract rather than the declaration of a force majeure event or reliance on a separate subparagraph of Section 5(b)/Section 2.4(b).

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 Approved Vendor application/Program portal)
2. Approved Vendor ID #
3. Designated System ID #
4. Project Name
5. Project Type
6. Contract ID #
7. Batch ID #
8. Trade Date
9. Contracting Utility
10. REC Contract Clause Referenced (e.g., Section 5.b.v)
11. Length of Extension Requested (**A minimum three-month extension**)
12. Original Scheduled Energization Date
13. Requested New Scheduled Energization Date (Rounded to the last business day of the month for Section 5(b)(v)/Section 2.4(b)(iii) requests)

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

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. Requests under Section 5(b)(v)/Section 2.4(b)(iii) must be “made in writing by Seller to Buyer and the IPA prior to the Scheduled Energized Date.” Buyer contact information is contained in the REC Contract and requests to the IPA should be sent to [IPA.solar@illinois.gov](mailto:IPA.solar@illinois.gov).