

Process for Updating the Standing Order Percentage of a Community Solar Project

UPDATED MAY 2024

For Illinois Solar for All: Community Solar projects that have any changes to the total percentage subscribed, the Standing Order percentage shall be updated in the relevant registry after both Part II verification and Program Administrator review of the Community Solar Annual Report. This process is as follows:

IF THE PROJECT IS REGISTERED IN GATS:

1. The Program Administrator sends an email to the Buyer and Approved Vendor with a link to the revised Schedule B, highlighting any change in the Standing Order percentage.
2. If there is a change to the Standing Order percentage, the Program Administrator sends an email to the Buyer and the Approved Vendor, requesting removal of the irrevocable flag on the Community Solar project's Standing Order. The email will include at a minimum, the project's ILSFA ID, registry Unit ID, and new Standing Order percentage.
3. The utility replies to all documenting its consent. The Buyer then removes the irrevocable flag and replies to all confirming that the irrevocable flag was removed.
4. The Approved Vendor cancels the existing Standing Order and initiates a new irrevocable Standing Order with the new specified percentage.
5. The Approved Vendor replies to all confirming the new Standing Order has been initiated.
6. The Buyer confirms the new Standing Order is accurate.

IF THE PROJECT IS REGISTERED IN M-RETS:

1. The Program Administrator sends an email to the Buyer and Approved Vendor with a link to the revised Schedule B, highlighting any change in the Standing Order percentage.
2. If there is a change to the Standing Order percentage, the Program Administrator sends an email to the M-RETS admin, copying the Buyer and Approved Vendor, requesting a change to the Community Solar project's Standing Order percentage. The email will include at a minimum, the project's ILSFA ID, registry Unit ID, current Standing Order percentage, and new Standing Order percentage.
3. The Buyer and Approved Vendor reply to all confirming their consent to updating the Standing Order percentage.



4. M-RETS updates the Standing Order with the new percentage and replies to all confirming that the change is complete.
5. Both the Buyer and Approved Vendor confirm that the Standing Order accurately reflects the new percentage in the registry.

The process of registering with GATS or M-RETS should be completed in no less than 30 calendar days from the Program Administrator's initial email to the registry. Failure to update the Standing Order in a timely fashion may have an impact upon obligations under the REC Contract.