

Distributed Generation Project Application Checklist

This is a checklist of the common errors, inconsistencies or omissions in Part I and Part II for Distributed Generation project applications which can create verification delays and result in an application entering Need Info status. This is not a comprehensive list of application requirements. Please see the current [Program Guidebook](#) for full application requirements. Stakeholders needing assistance or who have questions are encouraged to visit the Program website to access help guides, and/or to contact the Program Administrator at admin@illinoisshines.com or (877) 783-1820.

Part I

Documents

Are each of the following supporting documents included and do they list the customer and project location address noted on the application?

Disclosure Form

Submitted by a registered Disclosure Form Designee (if applicable, may be submitted by the Approved Vendor themselves)

Signed by customer (including signature tracking pages if e-signed)

If a project's financing structure is Customer-Owned (Purchase) or Power Purchase Agreement (PPA), a Purchase or PPA Disclosure Form should be used with the following ownership structure on the application:

- Part I, section 1 lists the end use customer/owner
- Part I, section 3 lists the end use customer/owner

If a project's financing structure is Lease, a Lease Disclosure Form should be used with the following ownership structure on the application:

- Part I, section 1 lists the end use customer
- Part I, sections 3 lists the equipment owner/leasing company

Proof of Site Control

Signed by both the customer and installer or Approved Vendor

Site Map or Plot Diagram

Net metering application approval letter (if applicable, or Unavailability of Net Metering Customer Acknowledgement form)

Interconnection Agreement (for Large DG projects)

Signed by both the customer and interconnecting utility

Land Use Permit or Land Use Permit Waiver (for Large DG Projects)

Signed by Authority Having Jurisdiction (AHJ)

If the customer listed on the application differs from any of the documentation (i.e. spouses, partners, change in surname, tenants, etc.) is the name and relation noted on the application? (This can be noted in either the Part I Overview Comments, or in the Part I Section 6 "Please provide an explanation of the relationship between the Utility Account Holder and the Property Owner, if they differ" text field).

Details & Consistency

Do the following array details on the Site Map align with the information entered on the project application in Part I Section 4?

DC kW*

AC kW* (must also align with inverter details if listed in Part I Section 6 of the application)

Module power rating

Module count

Tilt

Azimuth

Mounting location

Tracking type

If the system has already been installed (determined by an interconnection date at least one day prior to application submission), the installer must be named.

Is the installer listed on the application?

Does the installer listed on the Disclosure Form align with the installer listed on the application?

Is the listed installer an approved installer Designee of the Approved Vendor? ([Find An AV, Designee, or Subcontractor – Illinois Shines](#))

Part II

Array and Equipment Details

Total Array Output DC

If there is a DC decrease between Part I and Part II exceeds the greater of 5% or 1 kW, was an updated signed Disclosure Form provided?

Total Inverter Size AC

Does the total inverter size listed in the array details align with the module count and inverter model listed in the equipment details?

If there was any change in the AC size between Part I and Part II exceeds the greater of 5% or 1 kW, was an updated signed Disclosure Form provided?

Module Power Rating

Does the module power rating in the array details align with the module model and size listed in the Part II Section 4 equipment details?

Do all of the application's sizes and array details align with the system details entered in GATS or M-RETs?

Supporting Documents

Are each of the following supporting documents included?

Certificate of Completion OR Permission to Operate

If the customer listed on the application differs from any of the documentation (i.e. spouses, partners, change in surname, tenants, etc.), is the name and relation noted on the application? This can be noted in either the Part I or Part II Overview Comments section, or in the Part I Section 6 "Please provide an explanation of the relationship between the Utility Account Holder and the Property Owner, if they differ" text field.

Does the address match the application?

Does the document include the "Acceptance and Final Approval" date with a signature from the interconnecting utility representative?

* If the DC and/or AC size on the application exceeds the greater of 5% and 1kW than the DC and/or AC size listed in the Disclosure Form, a new Disclosure Form must be generated, signed, and included as an Additional Document in the application. A new DF is not necessary if the DF DC size is less than or equal to the DC size listed in the application.

Inverter Photo

Generic specification (spec) sheets are not accepted as inverter photos. The upload must be uniquely associated with the project and must clearly state the inverter model number.

- For projects using microinverters, acceptable examples include a monitoring portal screenshot stating the inverter model number or a photograph of one of the physical inverters that was installed.
- If a project utilizes a module model with integrated microinverters, the Program can also accept project specific documentation listing the module model number installed in lieu of a unique photograph of the inverter.
- For projects using string inverters, acceptable examples include a monitoring portal screenshot stating the inverter model number for each inverter installed or photographs of each individual string inverter installed.

Do the details of the inverter photo align with the inverter make and model listed in Part II Section 4 of the application?

Meter Photo

Is the customer name and/or address listed on the meter photo?

Is a photo clear enough to show the total accumulated solar production reading included? Please note that photos of the utility meter are not accepted, it must be a photo of the dedicated solar production meter.

Does the photo clearly show the total accumulated solar production reading included?

If the meter make/model is noted in the photo, does it match the equipment details noted on the application?

If the system is an expansion, does the meter photo include the serial number to differentiate it from the original system's equipment?

Do all array details align between the application and project photo(s)?

Module count

Tilt

Azimuth

Mounting location

Tracking type

Countable modules

Net metering application approval letter (if applicable, or unavailability of net metering customer acknowledgement form)

Proof of Irrevocable Transfer

Does it match the GATS or M-RETs ID noted in Part II Section 2?

Certified Transcripts of Payroll (CTP) from the Illinois Department of Labor

Does the address on the CTP match the address noted on the application?

Is the employee data populated?

Installer Details

If there was a change in installer between Part I and Part II, a comment in the Overview Comments confirming the correct installer and qualified person can help distinguish this change as intentional versus a clerical error.

Is the installer a registered installer Designee?

Is the complete first and last name of the qualified person listed?

Does the ICC Certification Docket Number listed match the name of the provided installer?

Is the Demographic Information entered? If this information cannot be provided, please provide the approximate total hours worked under "Employee declines to Identify" for both Race and Ethnicity.

