



Disclosure Form and Designee Registration Requirements for Stranded Customer Projects

Based on What Stage a Project Is In At Time of Unstranding or AV Switch/Assignment

Please utilize this resource in combination with the [Circumstances Requiring New DF Issuance and Signature](#). This chart focuses on when and whether a new Disclosure Form is needed specifically due to the identity of the Approved Vendor or Designee changing. Even if the below chart indicates that a project would not need a new Disclosure Form, please also consult the Circumstances Requiring New DF Issuance and Signature to determine whether a new Disclosure Form may be needed.

TABLE 1: AGGREGATOR MODEL

- For the Aggregator Model reflected here, the customer contracts with the Designee for the solar project. The customer may have a separate contract to sell RECs to the Approved Vendor (“AV”), but the customer’s installation contract is not with the AV.
 - Blue rows** represent situations where the Designee with whom the customer contracted becomes unavailable – i.e., goes out of business, becomes entirely unresponsive, is not permitted to continue with the project due to disciplinary action, etc.
 - Green rows** represent situations where the AV becomes unavailable – i.e., goes out of business, becomes entirely unresponsive, is not permitted to continue with the project due to disciplinary action, etc.

Stranded Customer Situation	New Disclosure Form (“DF”) required to be issued?	Are there any required new Designee registrations for this scenario?
Installer Unavailable - Install Incomplete <u>Installer becomes unavailable after beginning but prior to completing installation OR minor work, interconnection, or approvals still needed</u>	No, if the only change is the name and contact information for the installer, this information must simply be provided in writing to the customer. If any other information in the DF changes, a new DF may be required to be generated and signed.	Yes. If a new entity becomes involved in installation or related work and interacts with the customer, the AV responsible for the project should register the new entity as a Designee. A new installer must hold an active ICC DG Installer Certification if completing the interconnection.

Stranded Customer Situation	New Disclosure Form ("DF") required to be issued?	Are there any required new Designee registrations for this scenario?
<u>Installer Unavailable - Install Complete – Missing Documentation</u> Designee becomes unavailable <u>after installation is complete</u> but before all necessary application documentation was provided to an AV (or to the customer)	No new DF is required due to the original installer becoming unavailable. If any other information in the DF changes, a new DF may be required to be generated and signed.	Not generally required. If a new entity becomes involved on behalf of the AV (such as to collect documentation) and interacts with the customer, then the AV responsible for the project should register the new entity as a Designee.
<u>No AV – Part I Not Submitted</u> Intended AV aggregator becomes unavailable prior to Part I application submission, Designee still available	Yes, a new DF is required, which should update the AV information and make any other necessary updates or corrections. The new DF must be signed. The new AV will use this DF to submit the project application.	Not generally required. May be required if the new AV establishes an AV-Designee relationship with the original Designee.
<u>No AV – Part I In Progress through Part II Verified</u> AV becomes unavailable after Part I application has been started and application is in any application status through Part II Verification and any invoice status (may have pending Need Info requests) (Designee still available)	No, if the only change is the name and contact information for the Approved Vendor, the new AV must simply provide this information in writing to the customer. If any other information in the DF changes, a new DF may be required to be generated and signed.	Not generally required. May be required if the new AV establishes an AV-Designee relationship with the original Designee.

**TABLE 2: AV IS THE MARKETING/SALES AND INSTALLATION COMPANY OR AV HIRES/SUBCONTRACTS WITH DESIGNEE
MARKETING/SALES/INSTALLATION COMPANIES**

- For the model reflected here, the customer contracts for installation with the AV, and pays the AV for solar project.
 - **Blue rows** represent situations where a Designee (such as installer Designee) becomes unavailable – i.e., goes out of business, becomes entirely unresponsive, is not permitted to continue with the project due to disciplinary action, etc.
 - **Green rows** represent situations where the AV becomes unavailable – i.e., goes out of business, becomes entirely unresponsive, is not permitted to continue with the project due to disciplinary action, etc.
 - Designees may or may not be available.

Stranded Customer Situation	New DF required to be issued?	Are there any required new Designee registrations for this scenario?
Installer Unavailable – Install Incomplete Customer had installation contract with Approved Vendor and Designee (such as installer Designee) becomes unavailable	No, if the only change is the name and contact information for the installer, this information must simply be provided in writing to the customer. If any other information in the DF changes, a new DF may be required to be generated and signed.	Yes. If a new entity becomes involved in installation or related work and interacts with the customer, the AV responsible for the project should register the new entity as a Designee. A new installer must hold an active ICC DG Installer Certification if completing the interconnection.
Installer Unavailable - Install Complete – Missing Documentation Designee becomes unavailable <u>after installation is complete</u> but before all necessary application documentation was provided to an AV (or to the customer)	No new DF is required due to the original installer becoming unavailable. If any other information in the DF changes, a new DF may be required to be generated and signed.	No, unless a new entity becomes involved in order to collect documentation and interacts with the customer, then the AV responsible for the project should register the new entity as a Designee.

Stranded Customer Situation	New DF required to be issued?	Are there any required new Designee registrations for this scenario?
<u>No AV – Install Incomplete</u> AV becomes unavailable <u>prior to installation receiving PTO</u>	No, if the only change is the name and contact information for the Approved Vendor, the new AV must simply provide written notice to the customer. If any other information in the DF changes, a new DF may be required to be generated and signed.	No, unless a new entity becomes involved in installation or related work and interacts with the customer, then the AV responsible for the project should register the new entity as a Designee. A new installer must hold an active ICC DG Installer Certification if completing the interconnection.
<u>No AV – Part I Not Submitted</u> AV becomes unavailable after installation is complete but before submission of the Part I application	Yes, a new DF is required, which should update the AV information and make any other necessary updates or corrections. The new DF must be signed. The new AV will use this DF to submit the project application.	Not generally required. May be required if the new AV establishes an AV-Designee relationship with the original Designee.
<u>No AV – Part I In Progress through Part II Verified and any invoice status</u> AV becomes unavailable after Part I application has been started through Part II Verification. May have pending Need Info requests.	No, if the only change is the name and contact information for the Approved Vendor, the new AV must simply provide written notice to the customer.	Not generally required. May be required if the new AV establishes an AV-Designee relationship with the original Designee.