*Disclaimer*

This PPT Manual is frequently revised.

Please use the web version only,
To ensure the most up-to-date information.

*Looking for a specific page or step? Try searching for keywords using Ctrl + F*
You will need to know your Garden Decimal Degree (DD) Coordinates and name to enter your application.

- The Garden Name must be unique somewhere, and if it is a duplicate name of any current Garden or Application it will not be approved by the Program.
Status 1. Program Approval

• “Step” will be:
  – **Draft** – on Developer to complete Action Items
  – **eSign** – Developer to eSign Deposit form and Customer to sign Application Summary
  – **In Review** – with Xcel Energy
  – **On Hold** – Developer to provide additional items
Program Approval “Action Items”

• **Contact Information** - Input
• **Proof of Site Control** – Upload
• **Solar Garden Application Fee** – e-Payment
• **State Certification** – Upload
• **System Details** – Input (Basic Details)
• **Application Details** – Input (Technical Details)
• Before you submit anything, if you want to change **Track to Study**, notify Xcel Energy immediately
  
    - **We will not change your track once this Program Approval has been Submitted**
- The Full Name has to equal the full LLC Entity
- This email address **CANNOT** match the Application Agent email
Contact Information- Application Agent

- This email address **CANNOT** match the Interconnection Customer email
- Application Agent should be the Primary Application Manager’s (PAM) contact information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td><em>Full Name</em></td>
<td>Application Agent's Name</td>
</tr>
<tr>
<td><em>Phone</em></td>
<td>1234567891</td>
</tr>
<tr>
<td><em>Email</em></td>
<td><a href="mailto:applicationagent@company.com">applicationagent@company.com</a></td>
</tr>
<tr>
<td><em>Street</em></td>
<td>123 Main St</td>
</tr>
<tr>
<td><em>City</em></td>
<td>St. Paul</td>
</tr>
<tr>
<td><em>State</em></td>
<td>Minnesota</td>
</tr>
<tr>
<td><em>Zip</em></td>
<td>55105</td>
</tr>
</tbody>
</table>
Contact Information - Installer/Developer

• If the developing company differs from the LLC entity that owns the garden, input that here
## Contact Information Location

<table>
<thead>
<tr>
<th>Actions</th>
<th>Finalized Actions</th>
<th>Milestones</th>
<th>Completed Milestones</th>
<th>Application Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Application Information</td>
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<td></td>
<td>Customer Information</td>
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<td></td>
<td></td>
<td>Application Agent/Company Information</td>
</tr>
</tbody>
</table>
Proof of Site Control

• See MNDIP Section 1.7
  --Sheet No. 10-180

a. Please refer to the Section 10 tariff for a list of acceptable and example forms of documentation

b. The Name on the documentation supplied as Proof of Site Control must match the name on the Application.
   i. In the legacy portal, the name on the Application is the "Developer/Owner" field.
   ii. For Solar Gardens, this will typically be the exact LLC entity that owns the Solar Garden
      1. If the site is leased by the Parent Company, an assignment of the lease must be provided:
   iii. The Assignment of the Lease must tie the Parent Company listed on the lease, to the LLC provided on the Application
Proof of Site Control Cont.

c. The **Location** on the documentation supplied as Proof of Site Control must match the location in the Application

i. No solar garden will have the same listed street address as the property (house) of the farmer they are leasing from

ii. Viable options are:

1. GPS coordinates - matching and in both the lease that match the Application
2. Map or diagram
3. Provide the gardens 911 address from the City/County on the application and list it in the lease

   a. Each garden will need the 911 address and documentation later in the interconnection process anyway
Solar Garden Application Fee

• This is an e-Payment fee via the portal
• The e-Payment Training can be found here.
• The Application Fee is $1200
The State Certificate of Good Standing must match the LLC or the “Interconnection Customer” information as listed in the Portal*
System Details & Application Details

• System Details (Basic Details)
  - Inverter Details
  - Array Details
  - One Phase vs. Three Phase

• Application Details (Technical Details)
  - AC Nameplate Rating*
  - DER Nameplate Rating*
  - Max Design Fault Current*
  - PCC GPS Coordinates (Decimal Degree Format)*

*Example of Details required per Action*
Garden Name

• Garden Names that are identical to, or contain key words of other gardens that are already in progress, will not be approved.

• Please utilize the View the MN Solar Gardens in Progress (XLS)** available at www.xcelenergy.com/SolarRewardsCommunity to screen garden names prior to application.
  
  – Download the XLSX.
  
  – Filter by “Solar Garden Name” or Column D.
  
  – Search only for key words, i.e. “Winona” (You will notice that there are three gardens with the name Winona; this example has been grandfathered in, however moving forward new interconnection applications with the same key word will not be approved).
  
  – Disclaimer: This report is limited to solar gardens In Operation and does not contain applications in early stages. If you have additional questions regarding the availability of your proposed Garden Name, please reach out to SRCMN@xcelenergy.com.