

Requirements for Commercial Operation

Revision 4.0 | July 24, 2018

The following summary of Xcel Energy's Section 9 and Section 10 tariffs and Solar*Rewards Community program requirements is provided for your convenience; official tariffs govern should inconsistencies arise. Please read thoroughly to ensure you align your expected in-service dates with all Xcel Energy requirements.

Requirements at a Glance

Program Requirement for Energization and Acceptance Testing		1 Final design	2 Equipment Delivery	3 Equipment Installation & Energization	4 Final Acceptance Testing		5 Post PTO
<p>At least 6 weeks prior to Energization (<u>upload & notify SRCMN</u>):</p> <ul style="list-style-type: none"> • Acceptance testing procedure • Insurance documentation <p>At least 10 business days prior to <u>Energization (upload & notify SRCMN)</u>:</p> <ul style="list-style-type: none"> • State Electrical Inspection Sign Off with sticker verification • Insurance Requirement approved • Production metering installation • Pay at least 2/3 of current Exhibit B • Upload at least 5 valid subscribers • Signed SRC contract • Signed REC agreement Forms • Signed reservation letter • Final Interconnection Agmt, including any updated exhibits • Valid legal entity authorized to do business in Minnesota • Approved testing procedure 	Solar Garden Developer	<ul style="list-style-type: none"> • Confirm In-Service Date (ISD) with designer • 20 weeks prior to ISD (<u>upload & notify SRCMN</u>): final Single Line Diagram, Site Plan & Meter Cut Sheets; once approved metering will be ordered • 8 weeks prior to ISD: Schedule Energization & Final Acceptance Testing dates 	Email SRCMN to schedule delivery / pickup of PT, CT & communication cabinet approximately 15 weeks after metering ordered*	<ul style="list-style-type: none"> • Meet all necessary program requirements at least 10 business days prior to energization 	<ul style="list-style-type: none"> • Acceptance Testing preparation** • Submit PE stamped Acceptance Testing procedure*** 	Permission to Operate (PTO)	<ul style="list-style-type: none"> • Update 24/7 emergency contact information in salesforce • Review and update billing address • Final payment/true up due within 30 calendar days from bill received
	Xcel Energy	<ul style="list-style-type: none"> • Order PT, CT & communication cabinet (<i>will occur 20 weeks from ISD</i>) • Lock in Energization & Acceptance Test dates 	Coordinate pick up or onsite delivery of PT, CT & communication cabinet with solar garden developer	<ul style="list-style-type: none"> • Verify energization program requirements are completed • Meet onsite to perform energization (for testing purposes only) 	<ul style="list-style-type: none"> • Verify all program requirements have been met • Meet onsite to perform acceptance testing • Confirm submittal of MN PE Certification Requirement*** 		<ul style="list-style-type: none"> • Send PTO confirmation • Sign SRC contract • Issue final invoice approx. 120 calendar days from Commercial Operation Date (COD)

* 15 week procurement timeline above references metering equipment. Procurement timelines may vary depending on equipment type. Work with your designated designer for equipment schedule. Delivery & installation timelines may be expedited by scheduling in advance.

**Large PV Systems are required to meet all Minnesota Tariff Section 9, Minnesota Tariff Section 10, Xcel Energy Standards for Electric Installation and Use (Blue Book), and all applicable local regulations before being granted permission to operate. Solar Garden operators should reference the "Guideline for Large PV Acceptance-Witness Testing (PDF)".

*** As noted in the "DER Commissioning Guidelines (PDF)", solar garden operator must submit a signed letter from a MN Professional Engineer certifying that the system is ready to operate commercially and meets all recognized and acceptable engineering standards. The certification letter must include a statement indicating the PE has reviewed the design and installation of the generation system installed at <address>, which applied for interconnection with Xcel Energy's distribution system under the Solar Rewards*Community program, SRC#(s), and that it meets all recognized and acceptable engineering standards. This includes compliance with applicable codes, certifications, and standards, including but not limited to those originating from IEEE, NEC, ANSI, UL, and Xcel Energy's Distributed Generation Interconnection Requirements. This letter must be certified by the PE.

Requirements for Commercial Operation

4.0 | July 24, 2018

Program Requirements

Upon completion of design, begin work to ensure all Solar*Rewards Community requirements are met. Upload documents to the online application portal and email SRCMN when complete. You can work on these steps prior to this time; confirmation of completion of these steps may take up to 6 weeks, or longer if revisions are required. **Meters will not be installed until these requirements are verified to be complete.** Program requirements include, but are not limited to:

- Signed Reservation Letter.
- Fully executed final Interconnection Agreement with final, updated versions of Exhibits A & C.
- Verification of non-Co-Location (as needed).
- Validation of legal entity (as needed).
- Payment of at least 2/3 of the cost estimate in the current Interconnection Agreement Exhibit B.
- Compliance with insurance requirements (allow a minimum of 2 weeks for review and each subsequent revision if needed). Please note that a 30-day notice is required prior to any change to existing insurance policy, including adding new facilities to an existing policy. As a reminder, the program requires \$2 million of insurance for EACH Solar*Rewards community garden. Therefore a 5 MW co-located facility requires \$10 million of insurance unless you also submit a signed contract amendment revising the requirement for co-located gardens.
- Compliance with 24-month timeline unless you also submit a signed contract amendment revising the requirement and agreeing to referenced delay payments.
- At least five valid subscribers uploaded into the online application system.
- Fully executed Solar*Rewards Community Contract & REC agreement and any associated signed amendments.
- Testing procedure (Reference section 10 sheet 155 thru 162 and allow at least 4 weeks per revision for review).

Process Details

1. **Final Design:** Upon design completion, upload final one-lines, site plans and main and production meter cut sheets and email SRCMN@xcelenergy.com. Xcel Energy orders Metering Equipment based on these designs. Energization and Acceptance Testing Appointments can be scheduled 8 weeks prior to In-Service Date (ISD). Work with SRCMN to schedule these appointments knowing that if you miss an appointment, rescheduling is done on a first-come, first-served basis with no preference for previously scheduled appointments.
2. **Equipment Delivery:** Email SRCMN@xcelenergy.com to arrange for PT, CT, and communication cabinet pick up or delivery when you are ready to install equipment. This should occur around 15 weeks after equipment has been ordered. Please refer to the Xcel Energy “Process for Factory Installation of Metering Equipment” guidance document – email SRCMN@xcelenergy.com if you need a copy.
3. **Equipment Installation & Energization:** Once PT, CT & Communication cabinet is installed, solar garden developer and Xcel Energy will meet on site to perform energization (for testing purposes only). Scheduled Energization appointments will not be honored unless all prior required steps are verified by the SRCMN team at least 10 business days in advance. Please note, Xcel Energy has several days of work once all metering equipment has been installed by the solar garden developer.

Timelines quoted assume normal business conditions and favorable field conditions. During high volume times, scheduling and rescheduling may take months for each occurrence. Scheduling new appointments or rescheduling is prioritized on a first-come, first-served basis following stated timelines. Appointments cancelled due to Xcel Energy crews' weather limitations will receive priority treatment for rescheduling. We do not schedule on weekends or holidays.

- 4. Acceptance Testing:** Xcel Energy will witness the anti-islanding and single-phase portion of the acceptance test and verify all site requirements have been met. Any issues or outstanding items following acceptance testing must be corrected within two weeks, otherwise the site will be de-energized. If a site requires to be de-energized, garden operators will be required to correct all outstanding issues and reschedule future follow up energization and acceptance testing dates. In addition, a letter stamped by a PE certifying the system as ready to operate must be uploaded to the online portal in order to be granted permission to operate. This will be submitted post-witness acceptance testing, as it is expected the PE will review the results of the acceptance testing prior to certifying the system ready to operate.
- 5. Post PTO:** After the system passes Acceptance Testing, Xcel Energy will countersign the final Solar*Rewards Community contract and issue an official Permission to Operate (PTO) letter within 5 business days. The Commercial Operation Date (COD) for the purposes of bill crediting is the first calendar day of the first month following Permission to Operate.

Xcel Energy will compile all costs following COD, and will send the final invoice in approximately 120 calendar days. The developer has 30 calendar days to pay final invoice. If prior payments exceed the invoice amount, Xcel Energy will issue a refund to the designated billing address on file.

Additional Information

If you have questions or concerns about this process, please contact SRCMN@xcelenergy.com for assistance. The current version of this and other process documents are available at the Solar*Rewards Community Developer Resources Website. (Visit xcelenergy.com; search for Solar Rewards Community Developer.)