



Interconnection Process Training: Solar*Rewards Community

August 6, 2020

Disclaimer

This PPT Manual is frequently revised.

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

Table of Contents

- Welcome and Introductions (Slide 4)
- Navigating the Portal (Slide 8)
- Interconnection Application Process (Slide 14)
- Regulatory (Slide 77)
- Subscriber Submittal & Maintenance (Slide 83)
- What's New in 2020 (Slide 92)

Welcome to the Virtual Phase 2 MN S*RC Interconnection Process Training

Goal: To provide developers with the information to complete Xcel Energy's interconnection application process in the new portal, in a timely manner with little to no errors or delays.

Achieving the above goal will aid in meeting or exceeding our mutual customer's expectations, in terms of interconnection timelines, resulting in an overall increase in customer satisfaction.

What Can I Learn From This Training?

- **New Developers:** Familiarize yourselves with the basics of the solar garden application and interconnection process, and find answers to common questions
- **Current Developers:** Continue your education, learn about best practices and familiarize yourself with the new portal

Didn't get a personal invite? Email SRCMN@xcelenergy.com and ask to be added to the Workgroup Members Distribution List.

Team Introductions

- **SRCMN Program Mgmt. Team (PMO)**
 - Crystal Pomerleau, Program Manager
 - Rehana Power, Marketing Assistant
- SRCMN@xcelenergy.com

- **Internal Team Players**
 - Design/Construction
 - Builders Call Line
 - Metering
 - Engineering
 - Billing
 - BSC (Business Solutions Center)
- **External Industry Team Players**
 - Garden Operators
 - Subscribers/Customers
 - Financers
 - Local Inspectors
 - Government/Regulators
 - Many More

Bi-Weekly Calls with PMO

- **Conference call** set up on bi-weekly basis once an operator has at least one (1) application in "Program Approval"
- Purpose: discuss program and project specifics with Xcel Energy Program Management Team
- Agendas required 48 hours prior to the meeting
- Xcel Energy Technical Resources and Designers do *not* attend
 - Xcel Energy Engineers may attend as needed based on submitted agendas



Navigating the Portal

What is a Case?

- Each Application will have a Case #
 - SRC#'s will now be assigned later in the process
- Replacing Legacy Steps
 - Each case will have a:
 - Status, Step, and Sub-Step
 - Each “Status” i.e. Program Approval, will have a corresponding Step, and Sub-Step

For each “Action Item”

- **Open**
 - On Developer to complete
- **Draft**
 - Developer has completed but not yet submitted
- **Finalized**
 - Action Item has been submitted to Xcel Energy for review

How do I e-Sign?

- We use Sertifi E-contracts
- E-Signatures will be routed to you via email. Review the chart on the following slide to see where each e-Sign requirement is routed.
- Once complete, you will need to refresh the application page for the “Action Item” to update to “Draft”
- The App Agent and Customer emails **must** be different for e-signing
 - Some docs go to App Agent for signature, some to Customer for signature - these cannot be combined and signed by the same email

e-Sign

Status	Action Item	Document Name	Routed to
Program Approval	Program Approval eSign	Deposit Fee Form eSign	App Agent
Program Approval	Program Approval eSign	Interconnection Application Summary eSign	Customer (Developer/Owner)
Initiate Application	Initiate Application eSign	MN Engineering Process Fee eSign	App Agent
Supplemental Review	Supplemental Review SOW eSign	Supplemental Review SOW eSign	App Agent
System Impact Study	System Impact Study eSign	System Impact Study SOW eSign	App Agent
System Impact Study	System Impact Study eSign	System Impact Study Agreement	App Agent
Transmission Study (Rare)		Transmission Study SOW	App Agent
Facility Study	Facilities Study eSign	Facilities Study SOW	App Agent
Interconnection Agreement	Interconnection Agreement eSign	MNDIA	Customer (Developer/Owner)
Design and Construction	Stated Address Amendment eSign	Address Amendment	App Agent

E-Payments

- E-Payments can take up to 48 hours to be received
- Once payment has been received that action item will change from Open to Draft in the portal

Uploading Non-Action Specific Files

- Enter desired SRC # into search module on lower left of home screen. For example, if uploading doc for Anderson Garden enter SRC012345. Click Go.
- Scroll down to bottom of next screen
- Click on “Attach File”
- The next screen will allow you to upload a file to the specified Solar Garden



Interconnection Application Process

Overview of Case “Status”

Status in the Portal

- **Pre-Application**
 1. Program Approval
 2. Initiate Application
 3. Initial Engineering Screens
 4. Supplemental Review
 5. System Impact Study
 6. Transmission Impact Study (rare)
 7. Facilities Study
 8. Interconnection Agreement
 9. Design and Construction
 10. Metering and Testing
 11. Permission to Operate

Relation to Pre-MNDIP Process and Legacy Portal

- Replaces the old "Capacity Screens" and the paper forms for pre-applications
- These two combine are the old “Completeness Review” or legacy Steps 1-3
- These combined are the old “Scoping Study” or legacy Step 4
- Facilities Study incorporates initial Design processes prior to Interconnection Agreement

Case “Status”

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Pre-Application Process

- Snap-shot of estimated site capacity before formally applying
- Check first:
 - Map of MN Service Territories
 - Interactive Hosting Capacity Map
- \$300 Processing Fee
- This process is done 100% on the portal
 - No physical or PDF documents need to be mailed nor emailed in
 - Payments are made online
- Results will be provided in 15 business days

Pre-Application Disclaimer

** The capacity screen data only includes existing data. A request for a capacity screen does not obligate Xcel Energy to conduct a study or other analysis of the proposed DER in the event that data is not readily available. If Xcel Energy cannot complete all or some of a capacity screen report due to lack of available data, Xcel Energy will provide the Interconnection Customer with a capacity screen report that includes the data that is available. The provision of information on "available capacity" **does not imply** that an interconnection up to this level may be completed without impacts since there are many variables studied as part of the interconnection review process. The distribution system is dynamic and **subject to change**, and data provided in the capacity screen report may become outdated at the time of the submission of the complete Interconnection Application. Xcel Energy will, in good faith, include data in the capacity screen that represents the best available information at the time of reporting.*

Pre-Application Process

Application **Pre-Application Report Request**

Pre-Application Report Request Form

Requests for an Interconnection Pre-Application Report shall include the information identified in Sections 1.4.1.1 through 1.4.1.8 of the Minnesota Distributed Energy Resource Interconnection Process (MN DIP) (and as provided in the fields below) to clearly and sufficiently identify the location of the proposed Point of Common Coupling and relevant project details.

Additionally, a non-refundable processing fee of \$300 is required as specified in Section 1.4.1 of the MN DIP.

Upon receipt of a complete Request Form (including site map) and processing fee, the Area EPS Operator shall provide a report containing as much of the data described in Section 1.4.2 as is pre-existing and available within 15 business days. A Pre-Application Report request does not obligate the Area EPS Operator to conduct a study or other analysis of the proposed project if data is not available.

Click "NEXT" to start the Pre-Application Report Request Form.

Next

- Pre-Applications can be found on the homepage next to the Application tab

Pre-Application Process

First Pre-App Screen

Requestor Contact Information

*Required

* Name

Company Name (if applicable)

* Street Address

* City

* State

--None--

* Zip Code

* Phone Number

* Email Address

Back

Next

Second Pre-App Screen

Project Information

*Required

* Project Name

* DER Nameplate Rating (kW)

* DER Type

--None--

* DER Number of Phases ⓘ

Single Phase

Three Phase

* Service Voltage ⓘ

--None--

* Stand-alone Generator (no onsite load)?

Yes

No

* Existing DER? ⓘ

New DER(s)

Material Modification

Back

Next

21

Pre-Application Process

Congratulations, you successfully started your interconnection Pre-Application Report request.

Your application number is [REDACTED]

To complete the Pre-Application Report request, click "Complete Pre-Application" and follow the provided steps.

[Complete Pre-Application](#)

Click *Complete Pre-Application* to move into the Widget and see your required Action Items

Case #: [REDACTED]
Status: Pre-Application
Step: Draft
Sub-Step:
App Owner: Sign Pre-Application Report request form and upload site map.

[Finalize](#)

[Actions](#) [Finalized Actions](#) [Milestones](#) [Completed Milestones](#)

ACTION NAME	DESCRIPTION	STATUS	RESPONSIBLE PARTY	REQUIRED?	ACTION
Pre-Application Fee	Please pay the Application Fee through online payment to advance your application to the next step.	Open	Applicant	✓	Action
Pre-Application Report Request eSign	Please check your email and sign all required eSignature documents to advance your application to the next step.	Open	Applicant	✓	Action
Site Map	Please provide a site map that includes true north, proposed project location (including general area of project), proposed service point location, and major roads, streets and/or highways	Open	Applicant	✓	Action

Please see Milestones tab for deadline.

- Once your Action Items are complete, they will move from Open to Draft status.
- Then click Finalize to submit the Pre-Application (can't be submitted without finalizing)

Pre-Application Process

- In the portal you will see your Pre-application is now in Review
- All notifications will be sent to the email previously input
- Results will live and be accessible in the portal

Case #: [REDACTED]					
Status: Pre-Application					
Step: In Review					
Sub-Step:					
App Owner: Your Pre-Application Report is being generated. Xcel Energy: Create Pre-Application Report.					
Actions Finalized Actions Milestones Completed Milestones					
ACTION NAME	DESCRIPTION	STATUS	RESPONSIBLE PARTY	REQUIRED?	ACTION
Please see Milestones tab for deadline.					

Pre-Application Details

- Pre-Applications are indicative, and not a comprehensive study-ready view of a substation.
 - To offer that type of thorough investigation would not be possible in the 15-day timeline and at the \$300 cost for Pre-Applications.
- Pre-Applications are not typically be able to discern any feeder level upgrades or capacity due to voltage rise
 - This type of limitation is not something that shows up in a Pre-Application.
- Missed generation on a Pre-Application does occur from time to time, and we have communicated with the workgroup and developers as to the level of rigor and completeness to expect.
- As a matter of program practice, non-comprehensive Pre-Applications are not grounds for a refund of your Interconnection Study costs. Interconnection studies are tied to a specific application, Pre-Applications are a more general view and are not tied to a specific application, this complicates the idea of notification during the study process if additional generation is discovered.
- We have worked to investigate industry practices, and the level of accuracy and detail we provide in our Pre-Applications is in line with industry norms.
- The level of accuracy and detail provided by Pre-Applications has been thoroughly discussed and explored through the workshops creating the [Minnesota Distributed Energy Resources Interconnection Process](#), which was approved by the MN PUC on April 19, 2019, and took effect June, 2019.

Case “Status”

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Start a new Interconnection Application

*Select State



Minnesota

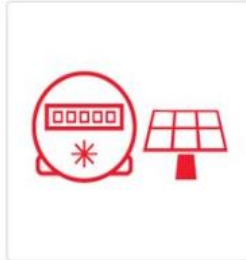
*Select Program Type



Solar*Rewards



Solar*Rewards Community



Distributed Generation

Applying Online

You will need to know your Garden
Decimal Degree (DD) Coordinates and
name to enter your application

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**

Contact Information for CSG's

- **Interconnection Customer**

- **(Customer Contact/System Owner)**
- This is where you enter the entity (LLC) owner of the garden
- CompanyOperations@company.com
- Email address can be same across multiple applications, or can be unique

- **Application Agent/Company**

- This is where you enter the Primary Application Manager's (PAM) contact information
- First.Last@company.com
- Email address for Interconnection Customer, and Application Agent must be different

- **Installer/Developer**

- If the developing company differs from the LLC entity that owns the garden, input that here.

- **Your contact information has been saved**

- Navigate back to application page, refresh for the Action Item's Status to update from "Open" to "Draft"

Contact Information Location

Actions Finalized Actions Milestones Completed Milestones Application Details

> Application Information

> Customer Information

> Application Agent/Company Information

Proof of Site Control

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

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:

Date Filed:

File Number:

Minnesota Statutes, Chapter:

Home Jurisdiction:

This certificate has been issued on:



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota

State Certificate of Good Standing

Application Details

- Review to make sure “Customer Information” reflects the LLC owner of the garden
- Review to make sure “Application Agent/Company Information” reflects the Primary Application Manager

Program Approval – e-Sign

1. Deposit Confirmation – Upload

1. To verify that this is in escrow with US Bank

2. Program Approval eSign – eSign

1. (Program) Deposit Form – eSignature
2. Application Summary

Deposit Confirmation

- Deposit Confirmation – Upload
- If Escrow Deposit:
- Required item to be uploaded is the email from US Bank confirming funds are received and deposited

• Ex:



- Schedule E
- If you are paying via Wire:
- Required item to be uploaded is the full Wire Confirmation (this must include the Case#, Deposit Amount, confirmation the payment was submitted and the date)

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Status = Initial Application

- “Step” can be:
 - **Draft** – on Developer to complete Action Items
 - **In Review** – with Xcel Energy
 - **On Hold** – Developer to provide additional items
 - **Complete** - Application will be routed by Xcel Energy to the next appropriate Step based on your track.

Initiate Application – “Action Items”

1. **Engineering Process Fee – ePayment**
2. **Initial Application eSign – eSign**
 - Engineering Process Fee SOW
 - Email routed to “Applicant Agent”/Company
3. **(Inverter) Specification Sheet(s) – Upload**
4. **Site Plan - Upload**
5. **Single-Line Diagram - Upload**
6. **Documentation of Protection/Control Schemes – Upload**
 - (Usually covered in Single-Line diagram)
7. **Annotated Aerial Map - Upload**

Initiate Application – Next Steps

- Once all items are in “Draft” click **Finalize**

Case #: [REDACTED]
Status: Initiate Application
Step: Draft
Sub-Step:
App Owner: Your application is pending submission. You can save your draft application at any time and return to complete it later. Please make sure to complete all application requirements and fees prior to submitting for review.

[Finalize](#)

[Actions](#) [Finalized Actions](#) [Milestones](#) [Completed Milestones](#) [Application Details](#)

ACTION NAME	DESCRIPTION	STATUS	RESPONSIBLE PARTY	REQUIRED?	ACTION
Annotated Aerial Map	Please provide a Annotated Aerial Map of your DER site.	Open	Applicant	<input checked="" type="checkbox"/>	Action
Change System Details	Optional. You can change system details associated with your application, if necessary. For on-site Solar/Rewards applications, the system size cannot change by more than 10% after program approval.	Open	Applicant	<input type="checkbox"/>	Action
Engineering Process Fee	Please pay the Engineering Process Fee through online payment to advance your application to the next step.	Open	Applicant	<input checked="" type="checkbox"/>	Action
Initiate Application eSign	Please check your email and sign all required eSignature documents to advance your application to the next step.	Open	Applicant	<input checked="" type="checkbox"/>	Action
One-Line Diagram	Show the installation of the DER system and associated equipment required within your interconnection application.	Open	Applicant	<input checked="" type="checkbox"/>	Action
Site Plan	Show the location plan identifying location of equipment noted on the one-line.	Open	Applicant	<input checked="" type="checkbox"/>	Action
Specification Sheet (s)	Upload the specifications of your DER as well as other relevant interconnection equipment in your proposed system.	Open	Applicant	<input checked="" type="checkbox"/>	Action

- Xcel Energy will review for completeness

Initiate Application

- Once approved, Garden “Deemed Complete”
 - Queue position established
 - VOS rate established
- Xcel Energy will route for screens and/or study

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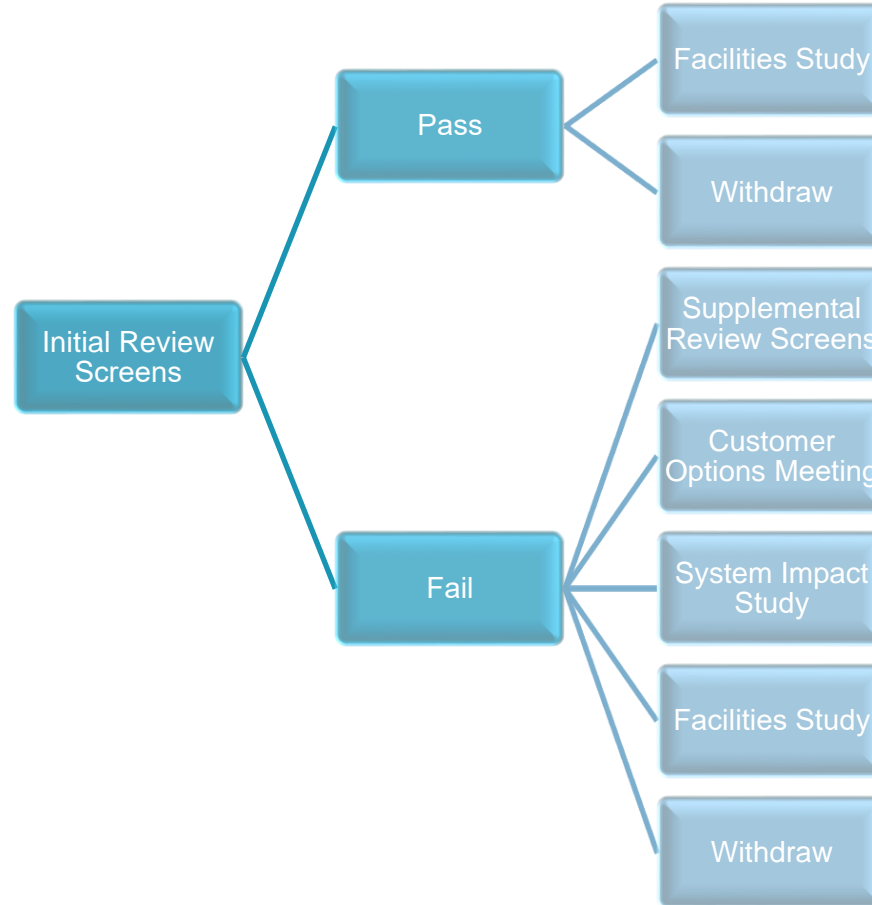
Initial Engineering Screens

- Cost covered within “Engineering Process Fee”
- 15 business days for results
- PDF results will be provided into Portal
- Optional “Customer Options Meeting”
 - To go over Initial Review Results
 - Contact SRCMN@xcelenergy.com to schedule
 - Recommend by-passing and going right into “Supplemental Review”

Initial Engineering Screens

- Available “Steps”:
 - In Review
 - Sub-Step: Engineering Screens (Fast)
 - Pending Applicant Decision
 - Possible Options depending on results of project:
 - Supplemental Review Screens
 - System Impact Study
 - Facilities Study
 - Customer Options Meeting
 - Withdraw

Initial Engineering Screens



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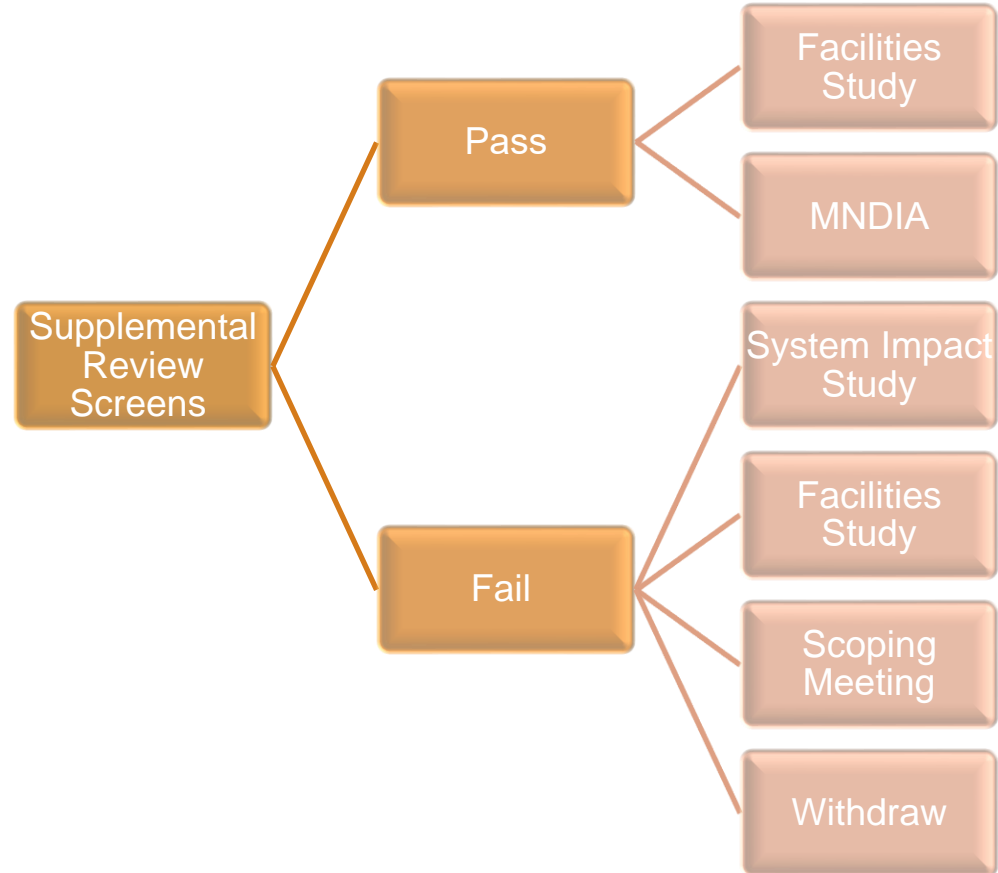
Supplemental Review

- Step: “Draft”
 - Action Items:
 - Supplemental Review Fee – ePayment
 - Supplemental Review SOW eSign – eSign
 - Email routed to “App Agent”
- Provide both within 15 business days
- Once Finalized, Step will update to “Submitted”

Supplemental Review

- Step: “Submitted”
 - Xcel Energy will provide results within 30 business days
- Steps: “Failed Supplemental Review”
 - Sub-Step: “Pending Applicant Decision”
- If your project passes review
- Facilities Study
- MNDIA

Supplemental Review Options



Case “Status”

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System Impact Study

- Step: In Review
- Action Items:
 - System Impact Study eSign
 - SOW and Agreement
 - System Impact Study Fee
- Step: Submitted
 - Xcel Energy will provide results within 30 business days
 - Results will be available in the Portal

Case “Status”

- Pre-Application
 1. Program Approval
 2. Initiate Application
 3. Initial Engineering Screens
 4. Supplemental Review
 5. System Impact Study
 6. ~~Transmission Impact Study (rare)~~
 7. **Facilities Study**
 8. Interconnection Agreement
 9. Design and Construction
 10. Metering and Testing
 11. Permission to Operate

Facilities Study

- Facilities Study required if any upgrades or construction is needed
- Action Items:
 - Facilities Study eSign
 - SOW and Agreement
 - Facilities Fee
- Step: Draft
 - Xcel Energy will provide results within 45 business days
 - Results will be available in the Portal

Facilities Study

- Facilities Study Results Provided
- Facilities Study Results Meeting
 - Can only be omitted if mutually agreed upon (in the portal) between both developers & Xcel
 - Can provide comments on the Facilities Study Report Draft
 - Via DER Facility Study Customer Comments (downloadable page)
 - Comments are optional
- IA issued by Xcel within approximately 15 business days if you provided written comments (5 business days if you did not)

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Interconnection Agreement (MN DIA)

- Xcel Energy will provide the Interconnection Agreement within 5 business days
- Once available, you will have 30 business days to eSign the IA and provide payment
 - IA payment is *not* an e-payment
- Xcel Energy will counter-sign within 5 business days

Wire/Check Payment Directions

Paying by Wire:

Bank: Wells Fargo Bank, N.A.
City/State: San Francisco, CA
Routing/ABA: 121-000-248
Acct. No: 31966
Acct. Name: NSPM

Paying via Check:

Xcel Energy
Customer Receivables
Solar*Rewards Community MN
P.O. Box 59
Minneapolis, MN 55440-0059

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Design and Construction: In the Portal

3 “Steps”:

- **In Progress**

- Xcel Energy to provide Construction Schedule

- **Documents Pending**

- Developer to complete Action Items
- All items need to be in “Draft” to “Finalize”
- Submit early in event of multiple review rounds

- **In Review**

- Action Items in review by Xcel Energy

Design and Construction: Overview

- Design Kick Off – On Site Meeting between garden operator & designer
 - Establish In Service Date
- Main point of contact will be designer for project specifics
- Detailed Design Timeframe: +/- 16 weeks
 - Operators will receive a detailed design estimate at completion of design
- Metering Equipment ordered 20 weeks from In Service Date
 - 15-week procurement timeline subject to vary depending on equipment
- Construction Timeframe: +/- 12 weeks

Design and Construction: Key Points

- **Key Resource:** [Requirements for Commercial Operation \(Design/Construction Process Overview\)](#)

In Service Date (ISD) : a negotiated and agreed upon date between garden operator and detailed designer for when both parties will have all work complete on site. The date directly influences meter orders and establishment of energization and acceptance test dates.

Design/Construction – Action Items

Minimum **20 weeks** prior to ISD

- 911 Documentation (Address)
 - FastApp
 - [Regarding Correction in Stated Service Address \(PDF\)](#)

Minimum **6 weeks** prior to Energization Date

- Acceptance Testing Procedure
- Insurance Checklist (Fillable PDF, download/upload)
- Insurance Policy

Minimum **10-business days** prior to Energization Date

- “As Built” One-Line Diagram
- “As Built” Site Plan
- Final Electrical Inspection (Form & Photo of Sticker Verification)
- Metering Cut Sheets
- *Reservation Letter*
- *Subscriber Validation (at least 5)*
- *Standard Contract – e-sign*
- *MRETS*
 - *Schedule A e-sign*
 - *Registration XLSX (template on Developer Resources Page)*
- *Interconnection Cost Payment (at least 2/3)*
- *Solar Garden Billing/Mailing Address Change Request Form*

ISD – Energization/Acceptance

Acceptance Test

- First test is on Xcel Energy
- The cost is the responsibility of the developer for any retests
- Tests are limited to two hours
- “Co-Located” garden sites are tested as ONE single site
- Schedule within 8 weeks of ISD
- Time slots available are 9:00am and 12:00pm

911 Address: What is it?

- Local **AHJ** (Authority Having Jurisdiction) will assign new construction project an address, likely during permitting
- Secure permitting early
- Each garden must have its own address
 - Cannot match land owners, nearby house, or other garden


911 Address: Documentation

- Part 1: Upload Documentation from AHJ
- Part 2: Once this Action is in “Draft”, the Action “FastApp Application” will become available

Fast App: How To

1. Submit FastApp using E911 address
 1. Establishes project in our billing/metering system
 2. Required before meters can be ordered
 2. Wait until you receive **FINAL** PDF confirmation, and **upload** to Action item in Portal:
 1. Status will list “BCL Complete”
 2. (BCL will send a PDF when it is **pending** too)
- Input the **Premise Number** on the SRC page
 - Link to FastApp: [FastApp](#)

Fast App: "BCL Complete" Example

		Application	
Application Information			
Status :	BCL Complete	Type :	New Construction

Updating Contact Information

To receive **final invoices/checks**:

1. Update the billing/mailing address by completing the [Solar Garden Billing/Mailing Change Request Form \(PDF\)](#)
2. Send completed form to BSC@xcelenergy.com, SRCMN@xcelenergy.com and upload to the portal

**This is a requirement to achieve PTO*

Design and Construction: Complete

- All Action Items in the portal must be finalized and **approved** by Xcel Energy at least 10 business days prior to Energization
- This will move the Case Status into "Metering and Testing"

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Metering and Testing

- 8 weeks prior to In Service Date – Operators eligible to request and lock in energization and acceptance test dates
- **Energization:** Xcel Energy provides back feed power to the community solar garden site to allow garden operator testing of their equipment.
- **Acceptance Test:** Garden Operator performs approved acceptance test procedure, which includes three phase and single phase, as well as complete site review and verification.

Metering and Testing

- On the day of your Acceptance Testing, there will be verification by Xcel Energy of the items detailed at xcelenergy.com/HowToInterconnect under Technical Resources, Commissioning
- This list is not comprehensive but touches on each of the primary points.
- Further requirements are detailed in our [engineering blue book](#) and further items may be required by local authorities.
-

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Permission to Operate

- In order to achieve **Permission to Operate (PTO)**, garden operators must successfully perform acceptance testing of the solar garden facility and receive site verification approval from the area engineer.
- PTO Letter will be dated on the date of acceptance test if successfully passed and site verification approved
 - If any outstanding items come from acceptance test, garden operators are given 2 weeks to correct and submit verification documentation. Site will be de-energized if any outstanding items still stand beyond the two weeks
 - With outstanding items, PTO Letters will be dated based on the date all verification documentation was submitted to both the Portal and SRCMN@xcelenergy.com to address outstanding items

Permission to Operate

- Final Interconnection (IA) Cost true-up
 - 80 day process from **commercial operation date**
 - Refund check/invoice sent to address provided in update form
 - 30 days to pay
- Ongoing fees and responsibilities
 - Any charges for house power billed separately
 - \$500 per SRC annual program fee
 - Annual Report Submittal

Commercial Operation Date (COD) : the 1st of the month following the Permission to Operate (PTO) date. *Example, a site achieves Permission to Operate (PTO) on 1/17/19, the COD date will be 2/1/2019.

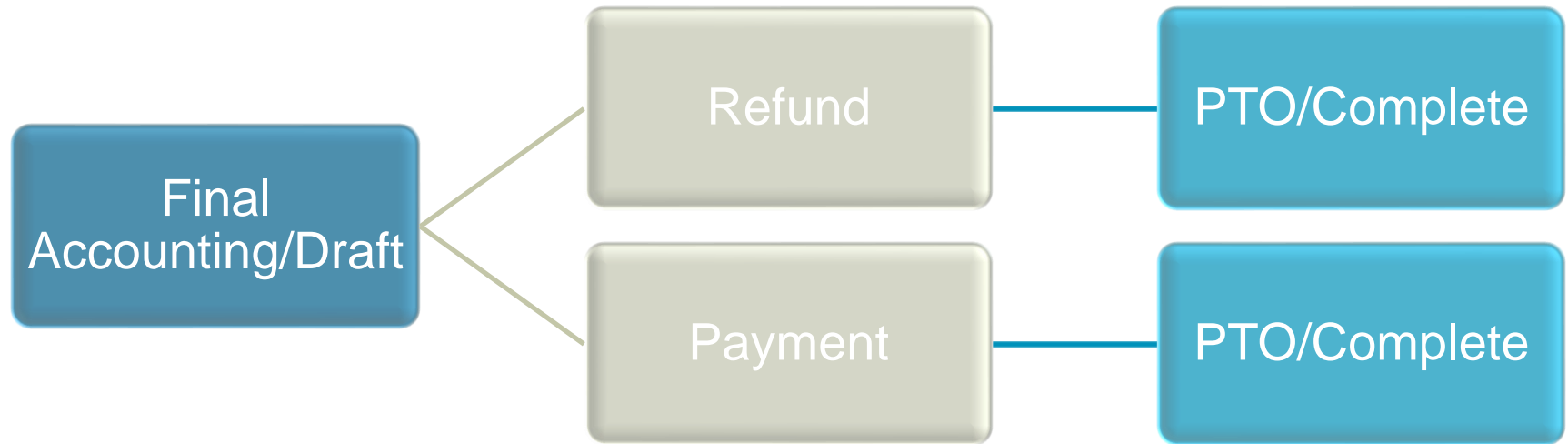
Permission to Operate: Ongoing Fees and Responsibilities

- \$500 per SRC **annual fee** for continued maintenance of your SRC application. This will be required each year after a solar garden achieves PTO and be charged to the operator on their February statement.
- Once your garden is live, you will also be responsible each year for providing an **Annual Report** to Xcel Energy and all of your subscribers. Details on what is required for this report can be found in the Section 9 tariff and on the Developer Resource web page.
- Two meters:
 - During the course of solar garden operation, Garden Operators will be charged on their Xcel Energy account for the **house-power** their site consumes, as metering and other systems should be powered independently of the actual production from the site. Your bill credits will still be for gross production from your site and the charges will be separate.
 - **Telemetry** charges may also apply for the maintenance and operation of meters at your site(s). These amounts may vary on a site-by-site basis and will be charged monthly.
- Single Meter Solution:
 - House-power will not be billed separately

Permission to Operate: Final Interconnection Cost True-Up

- 80 days after your first day of subscribed allocation (the first day of the first full month after receiving PTO), you will be sent either a refund check or invoice for the difference in cost between what you have paid for interconnection (based on the Interconnection Cost Estimate) and actual accrued costs. This amount and details on the final costs will also be posted to the SRC portal. You will be responsible for paying any additional cost amount within 30 days of receiving that invoice.
 - If your site is **withdrawn** from the process at any time after paying your Interconnection Cost Estimate, the true up will take place in a similar time frame, though 80 days after withdrawing your application in the portal.

PTO: Final Interconnection Cost



Late Fee Invoices

- Will remain separate from Final Interconnection Cost true-ups
- Late Fee payments are not e-payments at this time



Regulatory

Tariffs

- Section 9:
 - Governs S*RC Specifically
- Section 10:
 - All Distributed Generation
 - MN DIP

Annual Reports

- Must be submitted annually to all subscribers
- Copy submitted to Xcel Energy for review and uploaded once approved
- Review “[Annual Report Template](#)”
- Deadline – March 31 each calendar year following one full production year
 - Example: Site received PTO on any date in 2018
- 2019 annual report will be the first required and must be submitted to all subscribers and Xcel Energy on or prior to March 31, 2020
- Failure to comply may result in disconnection notice

Minnesota Commerce – E-dockets

- Solar*Rewards Community is filed in Docket 13-867 E-dockets:
<https://www.edockets.state.mn.us/EFiling/edockets/search.jsp>

The screenshot shows the Minnesota Commerce Department's eDockets search interface. At the top, the logo for the Minnesota Commerce Department is on the left, and the text 'Commerce Home | State of MN Home' and 'Wednesday, January 16, 2019' is on the right. Below the logo is a navigation bar with links: 'News Releases | Contact Us |', 'Commerce', 'Banking & Finance', 'Energy', 'Insurance', and 'Weights & Measures'. The main heading is 'eDockets - Search documents filed in utilities cases.' On the left side, there is a sidebar menu with links: 'eFiling', 'eFiling Home/Login', 'Request Registration', 'Forgot Password', 'eService', 'eService Home/Login', 'Manage My Subscriptions', 'eDockets Search', 'eDockets Home', 'eDockets - Search Documents', 'Help/Link's', 'eDockets Search Help', 'eFiling Help', 'eService Help', and 'Links'. The main content area is titled 'eDockets - Search Documents'. It features a 'Messages' section with a notice: 'On Thursday, January 17th the eDockets and eFiling applications will be unavailable from 8:00pm to 11:00pm. This is due to scheduled maintenance.' Below this is an 'eDockets Search' section with a note: 'Note: The eDockets/eFiling System may include documents that are not part of the official record for purposes of Minn. Stat. § 14.66 and Minn. R. Civ. App. 110.01 and 115.04, such as Commission minutes, notices and agendas.' There is a 'Special Interest Documents' section with a link to 'Click help to know more.' and a message: 'There are no Special Interest Search Documents at present.' Below that is a 'User Custom Search' section with a link to 'Click help to know more.' and a 'Basic Search' section with a link to 'Click help to know more.' The 'Basic Search' section contains a form with the following fields: 'Docket Number' (with a dropdown menu), 'Document Type' (with a dropdown menu), 'Submission Number' (text input), 'Docket Lookup' (with a link to 'Example 13-121 (04/20/08)'), 'Docket Type' (with a dropdown menu), and 'Document ID' (text input). There are 'Search' and 'Clear' buttons at the top of the search form.

Minnesota Commerce – E-dockets

- Dockets can be reviewed by adding the docket number to the website
- The Docket is really large, so you can minimize this by searching by Document Type (Orders, Reply, Comments) or on behalf of (Xcel Energy, Department, PUC)
- You can also search by key word (VOS) in the next section of the website
- By using both you will narrow down your search and limit the amount of filings for review

The screenshot displays a web-based search interface for Minnesota Commerce E-dockets. At the top, there are two buttons: "Search" and "Clear". Below these, the "Docket Number" field is split into a "Year" dropdown menu (showing "13") and a "Number" text input field (containing "867"). To the right of the "Number" field is a "Docket Lookup" link with examples: "05-101, 04-820 05". Below the "Docket Number" field is a "Document Type" dropdown menu (showing "-Select-"). To the right of the "Document Type" field is a "Docket Type" dropdown menu (showing "-Select-"). Below the "Document Type" field is a "Submission Number" text input field. To the right of the "Submission Number" field is a "Document ID" text input field. Below the "Submission Number" field is an "On Behalf Of:" text input field. Below the "On Behalf Of:" field are two radio button options: "Received Date:" and "Received Date Range:". The "Received Date:" option is selected. Below the "Received Date:" option is a date input field (showing a calendar icon) with a "Format: mm/dd/yyyy" label. Below the "Received Date Range:" option are two date input fields: "From Date:" and "To Date:", each with a calendar icon and a "Format: mm/dd/yyyy" label. At the bottom, there are two buttons: "Search" and "Clear".

Minnesota Commerce – E-dockets

- You can also sign-up to get notice of filings in the Docket
- Go to →
 - eService Home/Login
 - Register for eFiling
 - Go to Manage Service Lists



eService



Manage Service Lists



Create a Service List



Manage My Subscriptions



Manage Master Contacts



Subscriber Submittal & Maintenance

Submitting Subscribers

1. Subscriber Agency Agreement
 1. Completed and signed by subscriber
2. Send to: datarequest@xcelenergy.com
 1. ****“Community Solar Garden Operator” line on SAA must match “Developer/Owner” field in portal SRC page for that garden**
 2. 5-10 business days for approval

Northern States Power Company, a Minnesota corporation
Minnesota, Minnesota 55401
MINNESOTA ELECTRIC RATE BOOK - MPUC NO. 2

STANDARD CONTRACT FOR
SOLAR-REWARDS COMMUNITY (Continued)

Section No. 9
1st Revised Sheet No. 89

Attachment 'A'

Solar-Rewards Community
Subscriber Agency Agreement and Consent Form

The undersigned ("Subscriber") has a Subscription to the following Community Solar Garden:

Community Solar Garden Name: _____	Community Solar Garden Address: _____
Community Solar Garden Operator: _____	Community Solar Garden contact information for Subscriber questions and complaints: Address (if different from above): _____ _____ Telephone number: _____ Email address: _____ Web Site URL: _____ Fax: _____

Subscriber Name: _____	Subscriber Service Address where receiving electrical service from Northern States Power Company: _____ _____
Subscriber's Account Number with Northern States Power Company: _____	Subscriber Mailing Address (if different from above): _____ _____

(Continued on Sheet No. 9-90)

Submitting Subscribers

1. Enter into Salesforce

1. Common Errors

1. Refer to “Subscriber Portal Error Key” document in Subscriber Management section (under Step 5) of updated Developer Resource Page

2. Enter subscriber Account/Premise (eliminate any leading zeroes)

3. Upload SAA

The screenshot displays the 'Subscriber Allocations' interface. At the top, there are buttons for 'Edit', 'Delete', 'Cancel/Withdraw', 'Download Documents', 'Upload Documents', 'Send Document', and 'PV/Status Update'. Below these is a table with the following columns: Action, View, Subscriber Name, Allocation (in kW), Multiple Electric Meters, Premise Zip, Debtor Number, Premise Number, Status, Data Privacy Form, and Is Low Income Subscriber. The table contains five rows of data, with some fields redacted by black bars. Below the table is a form for 'Add/Edit Subscriber'. The form includes a warning message: 'A Data Privacy Form is required prior to submitting a subscriber. Please provide only the middle digits of the subscriber's account number (xx-999999-xx)'. The form fields are: Account Number (Middle Digits Only) with a value of 53, Premise Number, System Allocated (in kW), Subscriber Email Address, Multiple Electric Meters Confirmed (checkbox), and Qualified Low Income Participant (checkbox). A note states: 'If the Low Income box is checked, a low income form will need to be submitted.' At the bottom are 'Submit Subscriber' and 'Cancel' buttons.

Action	View	Subscriber Name	Allocation (in kW)	Multiple Electric Meters	Premise Zip	Debtor Number	Premise Number	Status	Data Privacy Form	Is Low Income Subscriber
Edit Del	View	[Redacted]	26.000		50024	[Redacted]		Valid	✓	<input type="checkbox"/>
Edit Del	View	[Redacted]	65.000		50001	[Redacted]		Valid	✓	<input type="checkbox"/>
Edit Del	View	[Redacted]	507.000		50001	[Redacted]		Valid	✓	<input type="checkbox"/>
Edit Del	View	[Redacted]	526.000		50001	[Redacted]		Valid	✓	<input type="checkbox"/>
Edit Del	View	[Redacted]	162.000		50050	[Redacted]		Valid	✓	<input type="checkbox"/>

Add/Edit Subscriber

A Data Privacy Form is required prior to submitting a subscriber. Please provide only the middle digits of the subscriber's account number (xx-999999-xx).

Account Number (Middle Digits Only): 53 -1

Premise Number:

System Allocated (in kW):

Subscriber Email Address:

Multiple Electric Meters Confirmed: ☐

Qualified Low Income Participant: ☐

If the Low Income box is checked, a low income form will need to be submitted.

- Subscriber management has been included within the new portal

Bill Credit Timing

- Solar Production recorded in kilowatt hours (kWh)
- Subscriber allocations calculated into bill credit
- Production is posted to subscriber accounts on the 9th of each month
- Timing
 - If billing cycle after the 9th, subscriber will receive credits for the previous month's production
 - If billing cycle before the 9th, subscriber credits will have a one month lag
 - If billing cycle occurs on the 9th, subscriber credits will vary
- Subscribers can request to have their billing date changed by calling Xcel Energy Customer Service (1-800-895-4999)

Sample Subscriber Bill Credits

SERVICE ADDRESS: TANKS
1234 MAIN ST MINNEAPOLIS MN 55555-5555
NEXT READ DATE: 05/13/14

ELECTRICITY SERVICE DETAILS

PREMISES NUMBER: 333333333
INVOICE NUMBER: 454545454

METER READING INFORMATION				
METER	Read Dates: 03/12/14 - 04/12/14 (31 Days)			
DESCRIPTION	CURRENT READING	PREVIOUS READING	MEASURED USAGE	BILLED USAGE
Total Energy	15600 Actual	15539 Actual	61	2440 kWh
On-Pk Energy	669 Actual	667 Actual	2	960 kWh
Off-Pk Energy	14931 Actual	14872 Actual	59	2380 kWh

ELECTRICITY CHARGES

RATE: Limited Off-Pk Srvc

DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$13.60
Off-Peak Energy Chg	2360 kWh	\$0.023700	\$55.93
On-Peak Energy Chg	80 kWh	\$0.260000	\$20.80
Fuel Cost Charge	2440 kWh	\$0.033918	\$82.76
Resource Adjustment			\$10.79
Interim Rate Adj			\$5.97
Subtotal			\$189.85
City Fees			\$3.00
Total			\$192.85

OTHER RECURRING CHARGES DETAILS

DESCRIPTION	CHARGE
Solar Rewards Community Solar	
Production Credit	
Solar Production Period	February 2014
SRC700040 Production Credit	1559.9 kWh x \$0.117830 = \$183.80 CR
Total	- \$183.80 CR

Subscriber Maintenance

Monthly Reports

- Available for Primary Application Manager & Account Team Members
- Located under “Reports” tab on Developer Portal

The screenshot displays the Developer Portal interface. On the left, a sidebar contains a 'Welcome' message, links for 'My Company Profile' and 'My Profile', a 'Channel Manager' section with a link to 'SolarRewardsCommunity', and a 'Search' section with a dropdown menu, a search box, a 'Go!' button, and a link to 'Advanced Search...'. The main content area on the right features two tabs: 'All Reports' and 'Recent Reports'. Below the tabs, there are three report categories, each with a list of reports and an 'Export' link. The 'Solar Garden Owner Reports' category is highlighted with a yellow border. The reports listed are: 'My Completed Solar Applications', 'My Open Solar Applications', 'S*R Certifi EContract Activities', 'SR apps with open certifi contracts ins', 'SR Team member's applications', 'All Field Analyses', 'Field Trips Analyzed Today', 'Monthly Owner Report', 'Monthly Production in kWh', 'Subscriber Allocation Summary', and 'Upcoming Deadlines'.

Welcome, [Redacted]

[My Company Profile](#)
[My Profile](#)

Channel Manager
[SolarRewardsCommunity](#)

Search

Search All [Dropdown]

[Advanced Search...](#)

All Reports | Recent Reports

SR My Opportunities

[Export](#) [My Completed Solar Applications](#) – My Completed Solar Applications
[Export](#) [My Open Solar Applications](#) – My Open Solar Applications
[Export](#) [S*R Certifi EContract Activities](#)
[Export](#) [SR apps with open certifi contracts ins](#)
[Export](#) [SR Team member's applications](#)

Field Trip Reports

[Export](#) [All Field Analyses](#) – Grouped by Field Trip
[Export](#) [Field Trips Analyzed Today](#)

Solar Garden Owner Reports

[Export](#) [Monthly Owner Report](#) – Snapshot of allocated and unallocated kWh production
[Export](#) [Monthly Production in kWh](#) – Summary of monthly garden production
[Export](#) [Subscriber Allocation Summary](#) – Shows all subscribers by garden with allocation
[Export](#) [Upcoming Deadlines](#) – Summary of upcoming deadlines for Xcel Energy deliverables.

Subscriber Allocation Summary

- Minimum 5 valid subscribers, must be in-compliance 5 business days before the end of the month

Report Options:

[Run Report](#) [Hide Details](#) [Printable View](#) [Export Details](#)

Generated Report:

Filtered By: 1 OR 2

1. Solar Garden: Status equals Active
2. Solar Garden: Status contains Step 6: Active, Step 8: Active

Premise #	Debtor Number	Solar Garden: Garden Name	Subscriber Name	Allocation (in kW)	Status	Status	Subscriber Agency Agreement	Is Low Income Subscriber
Solar Garden: Solar Garden ID: [REDACTED] 21 records)								
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11.700	Valid	Valid Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	[REDACTED]	[REDACTED]	[REDACTED]	15.600	Valid	Valid Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	[REDACTED]	[REDACTED]	[REDACTED]	37.700	Valid	Valid Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	[REDACTED]	[REDACTED]	[REDACTED]	390.000	Valid	Valid Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	[REDACTED]	[REDACTED]	[REDACTED]	150.800	Valid	Valid Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Monthly Owners Report

- P = Production OU = Owner Unsubscribed
- OS = Owner Subscribed S = Subscribers Allocation
- **Each valid subscriber will have two line items (standard tariff rate and REC adder)*

Payment Type	Debtor Number	Premise Number	Subscriber Allocation	Subscriber Name	Monthly Production Allocation in kWh	Tariff Rate	Bill Credit
Garden ID: [REDACTED] (411 records)							
Name Plate Capacity (kW DC): 1,300.000 (411 records)							
Calendar Month: 2017-09 (46 records)							
OS	[REDACTED]	[REDACTED]	-		169,486.00	0.000000	0.00
OU	[REDACTED]	[REDACTED]	-		0.00	-0.010000	0.00
P	[REDACTED]	[REDACTED]	-		169,486.00	-	-
OU	[REDACTED]	[REDACTED]	-		0.00	-0.026480	0.00
S	[REDACTED]	[REDACTED]	[REDACTED]		19,660.38	-0.020000	393.21
S	[REDACTED]	[REDACTED]	[REDACTED]		19,660.38	-0.102960	2,024.23
S	[REDACTED]	[REDACTED]	[REDACTED]		1,355.89	-0.127980	173.53
S	[REDACTED]	[REDACTED]	[REDACTED]		1,355.89	-0.020000	27.12
S	[REDACTED]	[REDACTED]	[REDACTED]		1,186.40	-0.020000	23.73
S	[REDACTED]	[REDACTED]	[REDACTED]		1,186.40	-0.127980	151.84
S	[REDACTED]	[REDACTED]	[REDACTED]		2,881.26	-0.127980	368.74
S	[REDACTED]	[REDACTED]	[REDACTED]		2,881.26	-0.020000	57.63

- The Monthly Owners Report is now available in the new portal. Under *Reports* at the top of the webpage.

Additional Subscriber Information

- Updated Developer Resource Page
 - Sample SAA
 - Subscriber Portal Error Key
 - Subscriber Submission & Requesting Usage
- Bill Credits Section
 - Annual Bill Credit Payouts for Excess Credits
 - Average Monthly Payment (AMP) Customer Info



What's New in 2020

What's New in 2020

- 2019 VOS Update
 - The 2019 VOS rate remains applicable for applications deemed complete in the early part of 2020 as the new 2020 VOS rate has yet to be approved by our regulators.
- Website & Developer Portal Updates
 - Phase 2 of the portal released 12/9/19, all new Pre-Applications/Applications submitted through this portal
 - Developer Resource page to be updated soon reflecting new portal changes

Thank You!

Thank you for attending the 2020 Solar Developer Training.
Still have questions? We are here to help!

Resources:

1. www.xcelenergy.com/SRCResources
2. www.xcelenergy.com/HowToInterconnect
3. www.xcelenergy.com/SolarRewardsCommunity (customer)
4. SRCMN@xcelenergy.com

