SRC Application Process

Fall 2014

Version: December 5, 2014

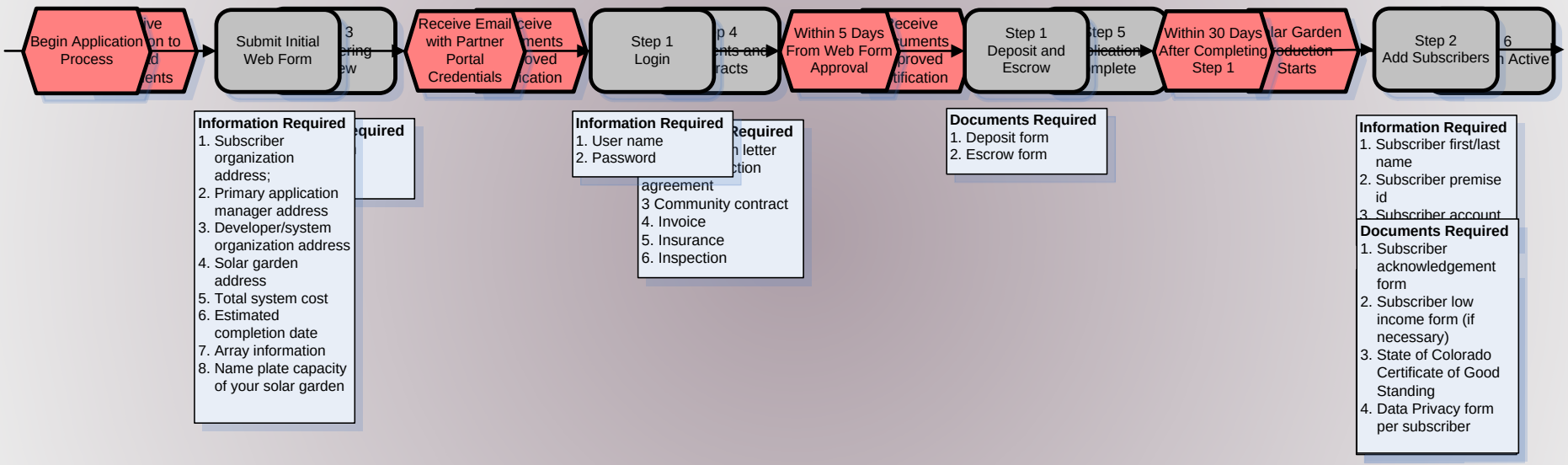
Agenda

- Application Process Overview
- Applying for Access to the SRC Application System
- Step 1: Initial Application and Deposit
- Step 2: Subscriber Validation
- Step 3: Engineering Review
- Step 4: Documents and Contract Submission
- Step 5: Application Completion
- Step 6: Garden Active

Application Process Overview

Process Overview and Timelines

Application Process Summary



Note: **Your solar garden application must be completed, approved, and the solar garden must be producing energy within two years from the date Xcel Energy found your application complete.**

Agenda

- Application Process Overview (Completed)
- **Applying for Access to the SRC Application System**
- **Step 1: Initial Application and Deposit**
- **Step 2: Subscriber Validation**
- **Step 3: Engineering Review**
- **Step 4: Documents and Contract Submission**
- **Step 5: Application Completion**
- **Step 6: Garden Active**

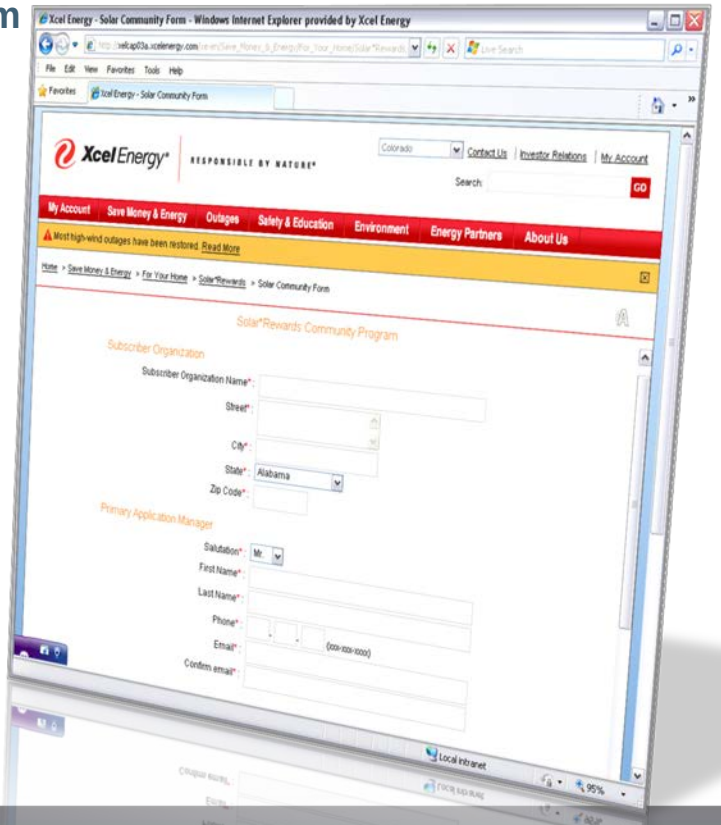
Applying for Access to the SRC Application System

Initial Web Form - Overview

Prior to receiving access to the Solar Rewards SRC Application System you must first complete and submit the initial web form

Required Information for the Web Form:

- Program Type
- Garden Operator Name and Address
- Application Manager Phone and Email
- System Owner Name, Address, and Email
- Solar Garden:
  - Address
  - Nameplate Capacity (DC)
  - PVWatts Location
  - Garden Name
  - System Cost
  - Rated AC Power Output (kW)
  - Estimated Completion Date
  - Will garden sell all RECs to Xcel Energy, or keep all RECs?
  - Array Information
    - Tilt, Azimuth, Tracker Type, Mount Location
- Application ID
  - Made in Minnesota applications only
  - Located on the Reservation Letter from the DOC



Applying for Access to the SRC Application System

Initial Web Form – Steps to Complete

Applying for access to the SRC Application System:

►**Gather all necessary information required to successfully complete initial web form**

►**Navigate to the initial web form link at:**

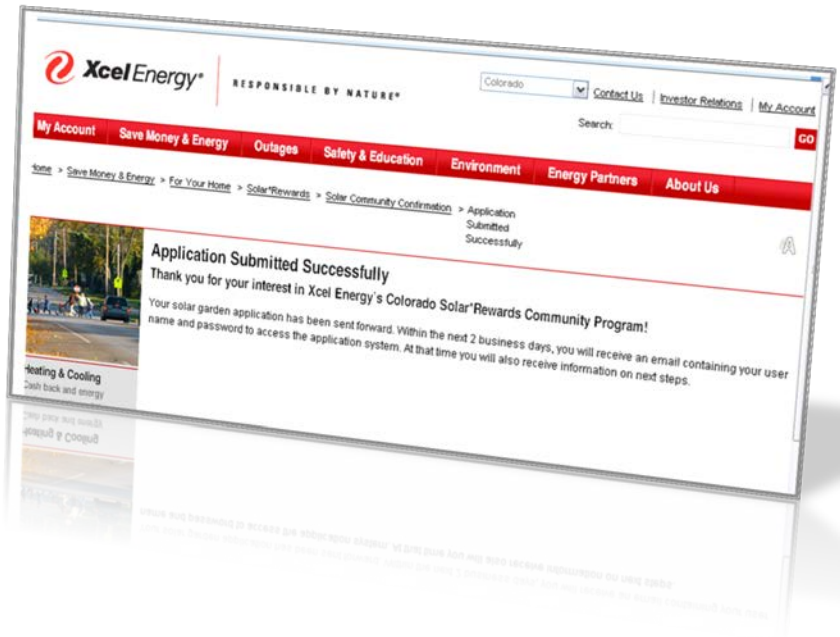
http://www.xcelenergy.com/Save_Money_&_Energy/Residential/Renewable_Energy_Programs/Solar_Gardens_-_MN

►**Complete the Solar*Rewards Community Program Web Form**

- ►**All fields are required**

►**Within 2 business days you will receive an email with your user name and password to access the SRC Application System where you will complete the application process.**

- ►**If your initial web form is not approved, you will receive an email with the rejection reason**



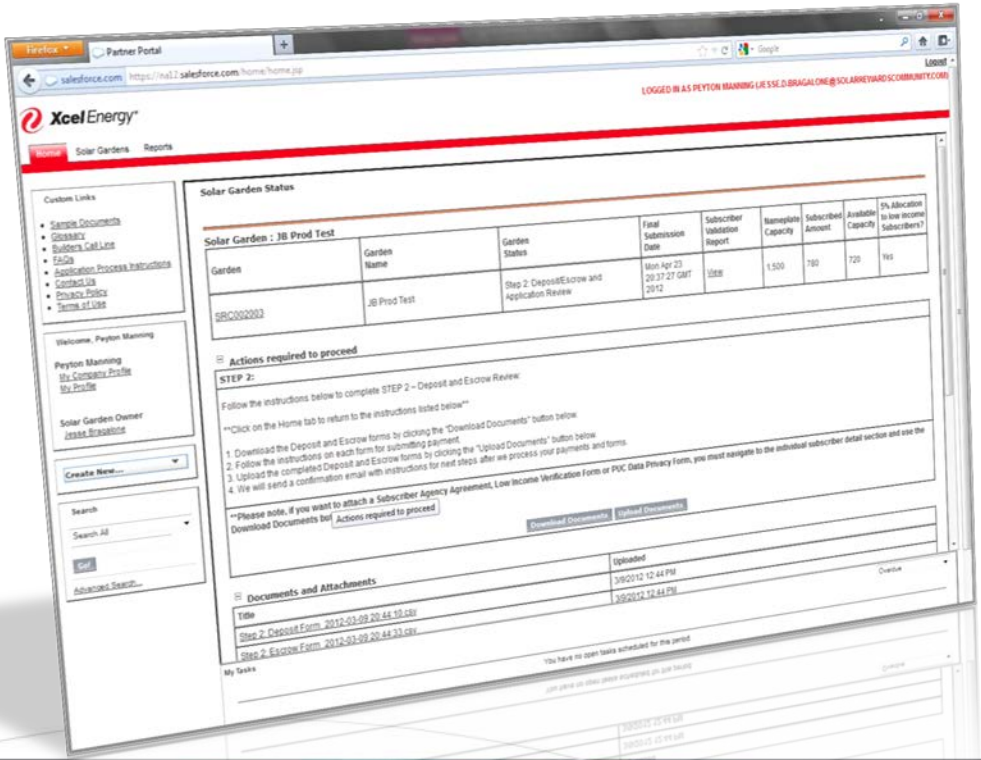
Agenda

- Application Process Overview (Completed)
- Applying for Access to the SRC Application System (Completed)
- **Step 1: Initial Application and Deposit**
- **Step 2: Subscriber Validation**
- **Step 3: Engineering Review**
- **Step 4: Documents and Contract Submission**
- **Step 5: Application Completion**
- **Step 6: Garden Active**

Step 1: Initial Application and Deposit

Overview

The first step of the application process requires you to submit your deposit via mailed check or wire transfer and complete the associated form.



Summary of Steps:

- ►Log in to the SRC Application System
- ►Download the Deposit and Application Forms
- ►Mail/Wire your Deposit and Application to Xcel
- ►Upload your completed form to the SRC Application System

Required Form to Complete Step 1:

- ►Deposit Form
- ►Application Form

Timeline:

Step 1 can be completed as soon as receiving access to the SRC Application System.

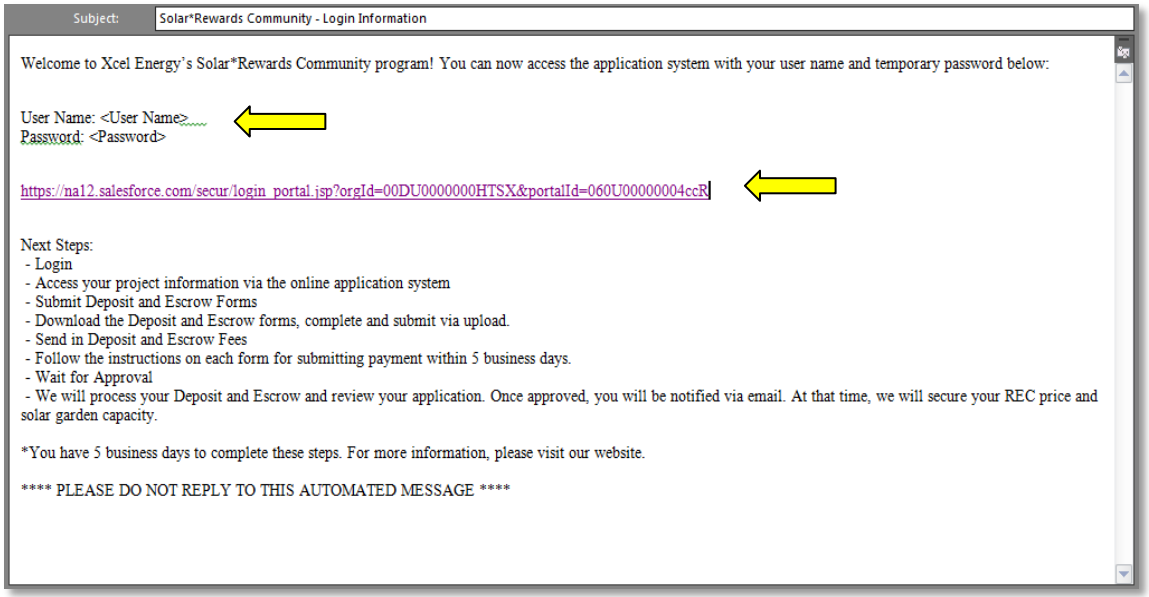
Step 1: Initial Application and Deposit

Logging in to the SRC Application System

To download your deposit form you will need to first log in to the SRC Application System.

Logging in to the SRC Application System:

- **To access the SRC Application System login page, click on the link found in your approval email.**
- **Your User Name and Password to access the SRC Application System are also contained in this email.**



Subject: Solar*Rewards Community - Login Information

Welcome to Xcel Energy's Solar*Rewards Community program! You can now access the application system with your user name and temporary password below:

User Name: <User Name>
Password: <Password>

https://na12.salesforce.com/secur/login_portal.jsp?orgId=00DU0000000HTSX&portalId=060U00000004ccR

Next Steps:
- Login
- Access your project information via the online application system
- Submit Deposit and Escrow Forms
- Download the Deposit and Escrow forms, complete and submit via upload.
- Send in Deposit and Escrow Fees
- Follow the instructions on each form for submitting payment within 5 business days.
- Wait for Approval
- We will process your Deposit and Escrow and review your application. Once approved, you will be notified via email. At that time, we will secure your REC price and solar garden capacity.

*You have 5 business days to complete these steps. For more information, please visit our website.

**** PLEASE DO NOT REPLY TO THIS AUTOMATED MESSAGE ****

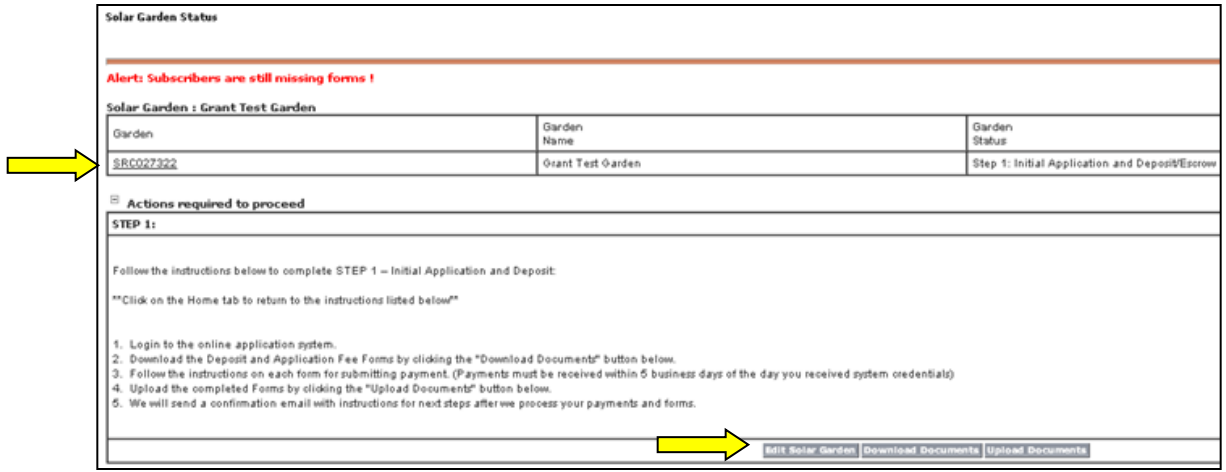
Step 1: Initial Application and Deposit

Downloading Deposit and Application Fee Forms

When you log into the SRC Application System you will always start on the "Home" tab which provides you the status of your solar garden application.

Downloading Deposit Form:

►From the "Home" tab, click the *Download Documents* button at the bottom of the "Actions required to proceed" section



Step 1: Initial Application and Deposit

Downloading Deposit and Application Fee Forms

The Download Documents page allows you to download your deposit form with pre-populated information specific to your garden.

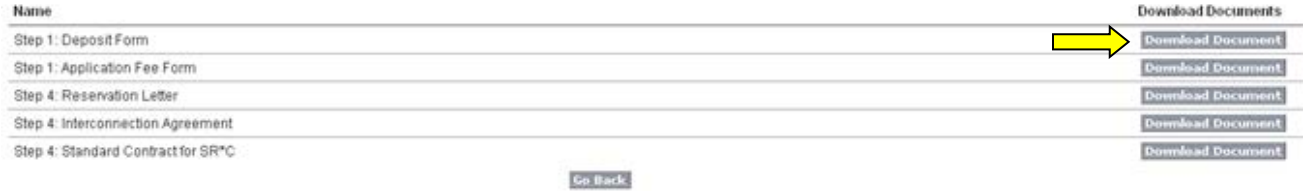
Downloading Deposit Form:

Continued….

►Click the *Download Document* button for the deposit form.

►Save the file to your computer.

►Print and sign the form.



Step 1: Initial Application and Deposit

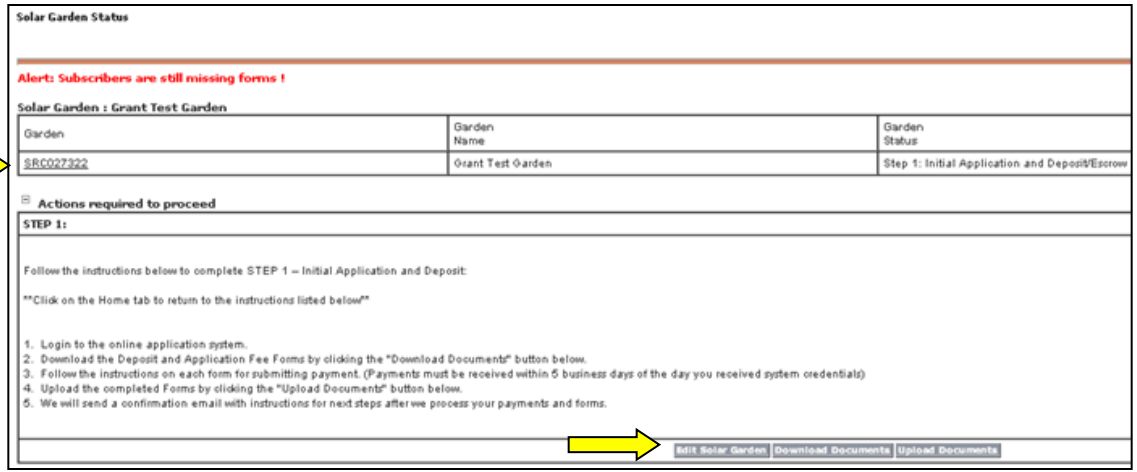
Submitting Payment and Uploading Deposit and Application Fee Forms

After you have downloaded your form you must print and sign the form, submit your payment to Xcel, and also upload your completed deposit form to the SRC Application System.

Reminder:
Deposit and Application payments should be submitted to Xcel within 5 business days of receiving access to the SRC Application System

Uploading Deposit Form:

►**From the "Home" tab, click the *Upload Documents* button at the bottom of the "Actions required to proceed" section.**



Step 1: Initial Application and Deposit

Submitting Payment and Uploading Deposit and Application Fee Forms

Uploading Deposit Form:

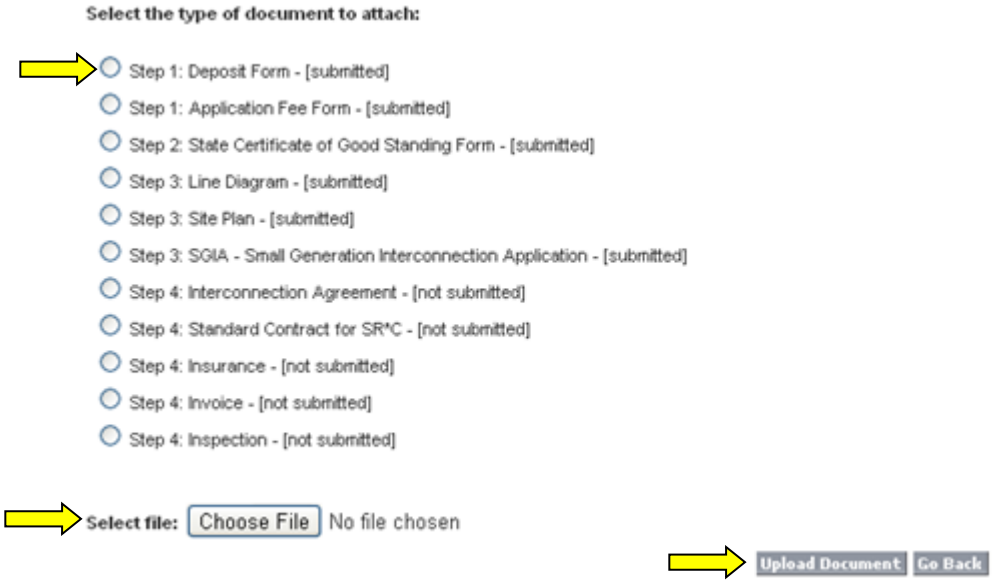
Continued….

►Select the radio button for Deposit Form.

►Click "Browse" and locate the signed copy of the deposit form you uploaded to your computer.

►Click the *Upload Document* button.

►Repeat these steps to download, sign and upload the Application Fee Form.



This step in now complete. Xcel will send you a confirmation email once the form is uploaded and the deposit payment is received. The email will also contain the next steps on how to continue with the application process.

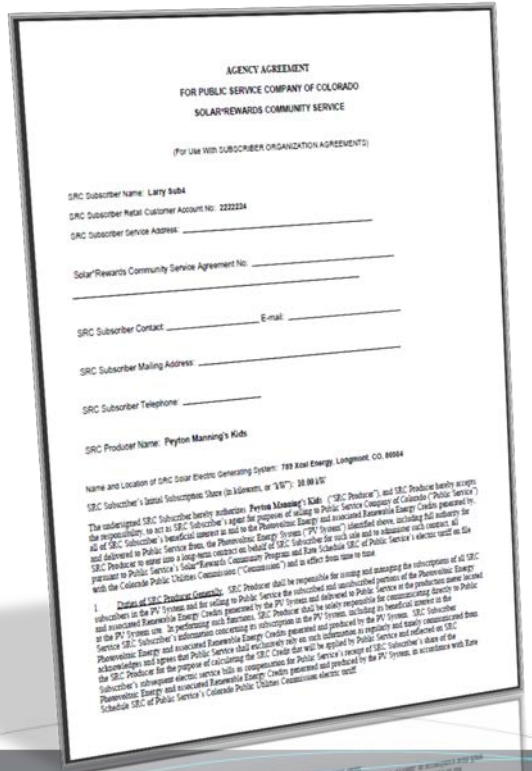
Agenda

- Application Process Overview (Completed)
- Applying for Access to the SRC Application System (Completed)
- Step 1: Initial Application and Deposit (Completed)
- **Step 2: Subscriber Validation**
- **Step 3: Engineering Review**
- **Step 4: Documents and Contract Submission**
- **Step 5: Application Completion**
- **Step 6: Garden Active**

Step 2: Subscriber Validation

Overview

The second step of the application process allows you to add the required minimum of 5 subscribers to your garden in the SRC Application System.



AGENCY AGREEMENT

FOR PUBLIC SERVICE COMPANY OF COLORADO

SOLAR*REWARDS COMMUNITY SERVICE

(For Use With SUBSCRIBER ORGANIZATION AGREEMENTS)

SRC Subscriber Name: Larry Sub4

SRC Subscriber Retail Customer Account No: 2222224

SRC Subscriber Service Address: _____

Solar*Rewards Community Service Agreement No: _____

SRC Subscriber Contact: _____ E-mail: _____

SRC Subscriber Mailing Address: _____

SRC Subscriber Telephone: _____

SRC Producer Name: Peyton Manning's Kids

Name and Location of SRC Solar Electric Generating System: 789 Xcel Energy, Longmont, CO, 80504

SRC Subscriber's Initial Subscription Share (in kilowatts, or "kW"): 10.00 kW

The undersigned SRC Subscriber hereby authorizes Peyton Manning's Kids, ("SRC Producer"), and SRC Producer hereby accepts the responsibility, to act as SRC Subscriber's agent for purposes of selling to Public Service Company of Colorado ("Public Service") all of SRC Subscriber's beneficial interest in and to the Photovoltaic Energy and associated Renewable Energy Credits generated by, and delivered to Public Service from, the Photovoltaic Energy System ("PV System") identified above, including full authority for SRC Producer to enter into a long-term contract on behalf of SRC Subscriber for such sale and to administer such contract, all pursuant to Public Service's Solar*Rewards Community Program and Rate Schedule SRC of Public Service's electric tariff on file with the Colorado Public Utilities Commission ("Commission") and in effect from time to time.

1. Duties of SRC Producer Generally. SRC Producer shall be responsible for issuing and managing the subscriptions of all SRC subscribers in the PV System and for selling to Public Service the subscribed and unsubscribed portions of the Photovoltaic Energy and associated Renewable Energy Credits generated by the PV System and delivered to Public Service at the production meter located at the PV System site. In performing such functions, SRC Producer shall be solely responsible for communicating directly to Public Service SRC Subscriber's information concerning its subscription in the PV System, including its beneficial interest in the Photovoltaic Energy and associated Renewable Energy Credits generated and produced by the PV System. SRC Subscriber acknowledges and agrees that Public Service shall exclusively rely on such information in regularly and timely communicated from the SRC Producer for the purpose of calculating the SRC Credit that will be applied by Public Service and reflected on SRC Subscriber's subsequent electric service bills in compensation for Public Service's receipt of SRC Subscriber's share of the Photovoltaic Energy and associated Renewable Energy Credits generated and produced by the PV System, in accordance with Rate Schedule SRC of Public Service's Colorado Public Utilities Commission electric tariff.

Summary of Steps:

At this point in the process subscribers can be added to the system, but it is not a requirement to advance to next step (5 valid subscribers are necessary to advance to step 5.)

- **Send Customer Energy Usage Data consent form to dataprivacy@xcelenergy.com 7 days prior to entering subscribers**
- **Log into SRC Application System to start adding subscribers to your garden**
- **Download Subscriber Agency Agreement**
- **Get Subscriber Agency Agreement signed**
- **Upload completed Subscriber Agency Agreement to the SRC Application System**
- **Submit Subscribers for Approval**
- **Upload State Certificate of Good Standing**

Required Forms to Complete Step 2:

- **State Certificate of Good Standing**

Timeline:

Step 2 must be completed as part of submitting a complete application for purposes of advancing for engineering review

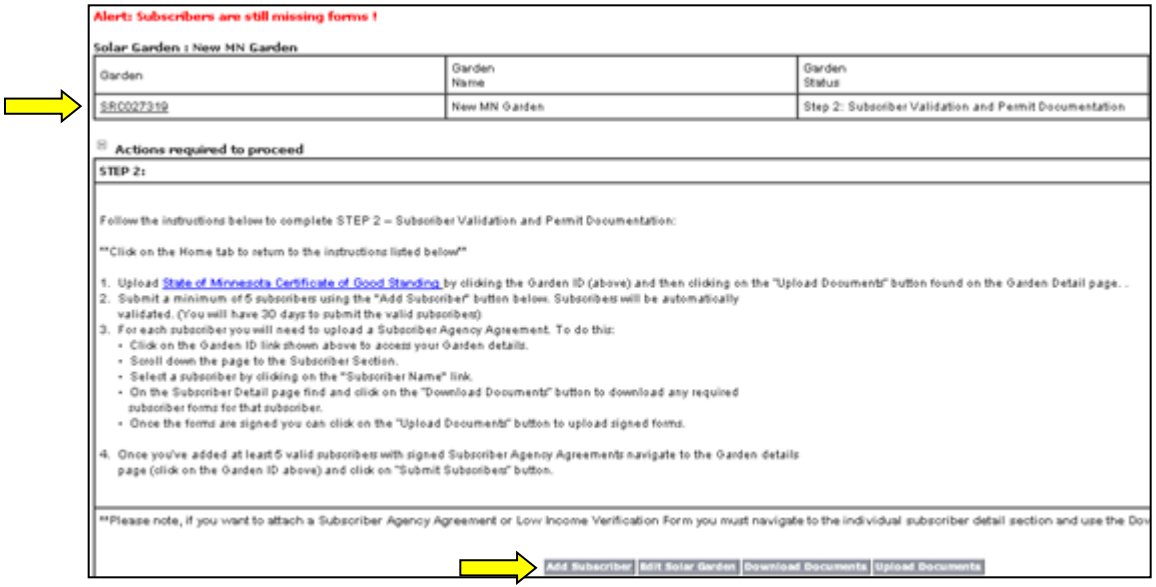
Step 2: Subscriber Validation

Adding Subscribers To Your Garden (not necessary until moving from step 4 to step 5)

The system will check each subscriber to ensure an approved Subscriber Agency Agreement Form has been uploaded for the subscriber to be valid.

Adding Subscribers:

- **Click on Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page. Click the *Add Subscriber* button in this section to add subscribers at any time.**



Step 2: Subscriber Validation

Adding Subscribers To Your Garden (not necessary until moving from step 4 to step 5)

Subscribers will be added to your garden one at a time on the Add/Edit Subscriber page located in the SRC Application System. All subscribers must have a completed Customer Energy Usage Data consent form on record before being added to the SRC application system. Directions for the consent form are found at the program website. After you add a subscriber to the system you will be able to download the necessary Subscriber Agency Agreement to complete Step 2.

Adding Subscribers:

Continued….

- **Enter all information shown to the right for each subscriber (All fields are required):**
  - **Allocated amounts must:**
    - **not exceed 40% of the total nameplate capacity**
    - **be greater than .2 kW**
    - **Not exceed 120% of subscriber's usage**
  - **The total amount allocated to all subscribers cannot exceed the nameplate capacity**

- **Click the *Submit Subscriber* button**

- **Repeat for each subscriber**

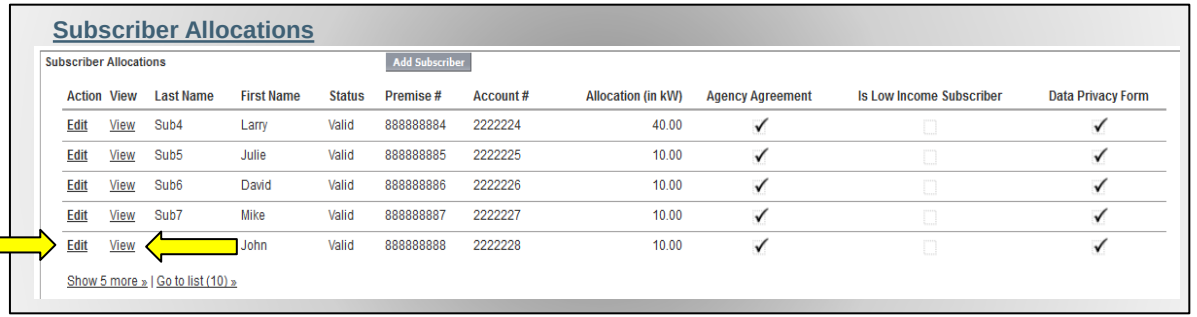
Step 2: Subscriber Validation

Updating or Removing Subscribers

At any time during the application process you can update subscriber information (email address, allocation amount) or remove a subscriber altogether.

Updating/Removing Subscribers:

- **From the "Home" tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.**

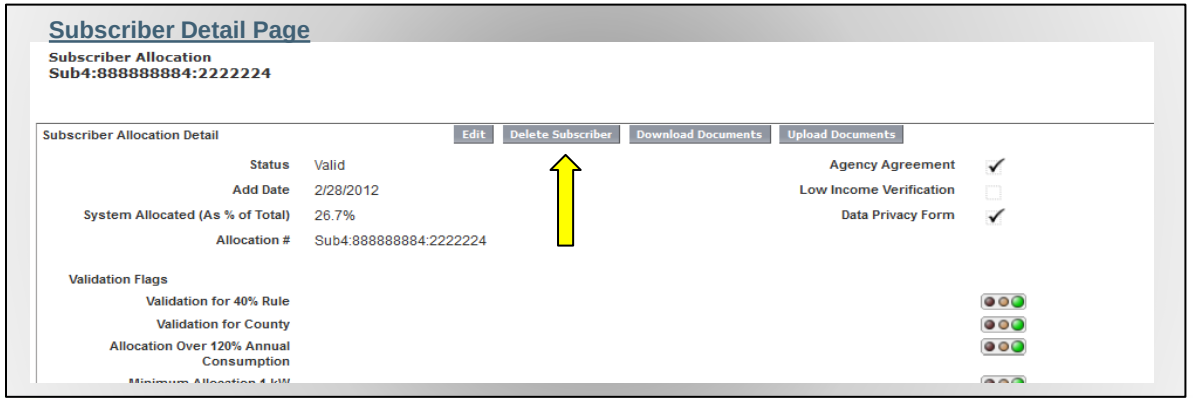


Update Subscriber

- **Click the "Edit" link for the subscriber you would like to update.**
  - **Only the email address and allocation amount are open to edits.**

Remove Subscriber

- **Click the "View" link to access the Subscriber Detail page and hit the *Delete Subscriber* button to remove the subscriber.**



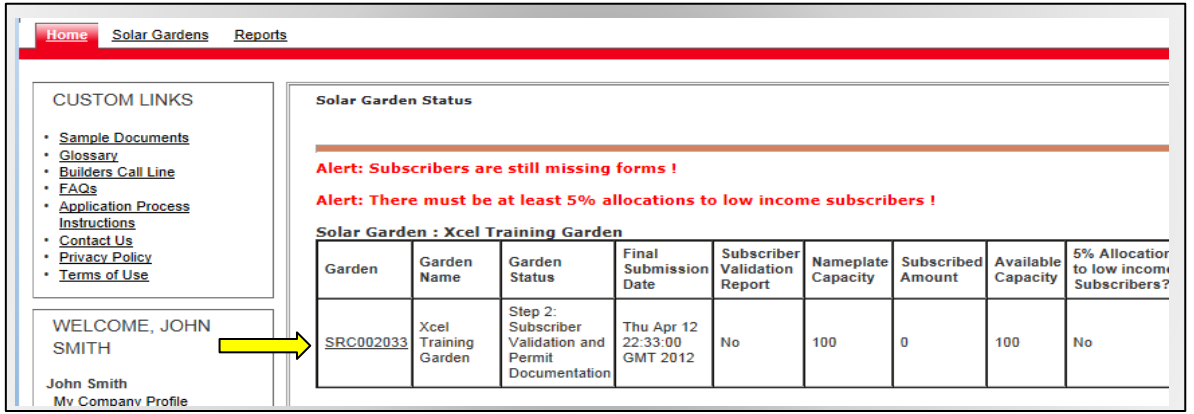
Step 2: Subscriber Validation

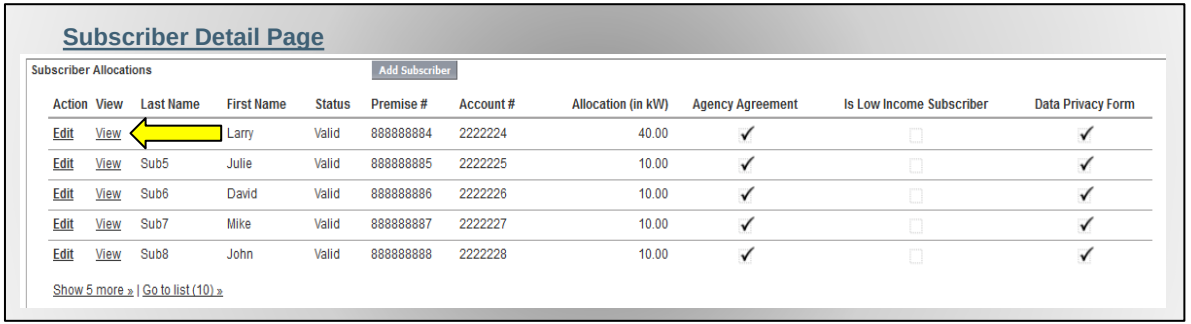
Downloading Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

You will need to download the Subscriber Agency Agreement for each subscriber. This form will need to be signed and uploaded back into the SRC Application System for each subscriber.

Downloading Subscriber Agency Agreement:

- **From the "Home" tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.**
- **Click the "View" link to access the subscriber detail.**





Step 2: Subscriber Validation

Downloading Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

When you download the Subscriber Agency Agreement form it will come pre-populated with the subscribers information. These unique forms need downloaded, signed, and uploaded for each subscriber.

Downloading Subscriber Agency Agreement:

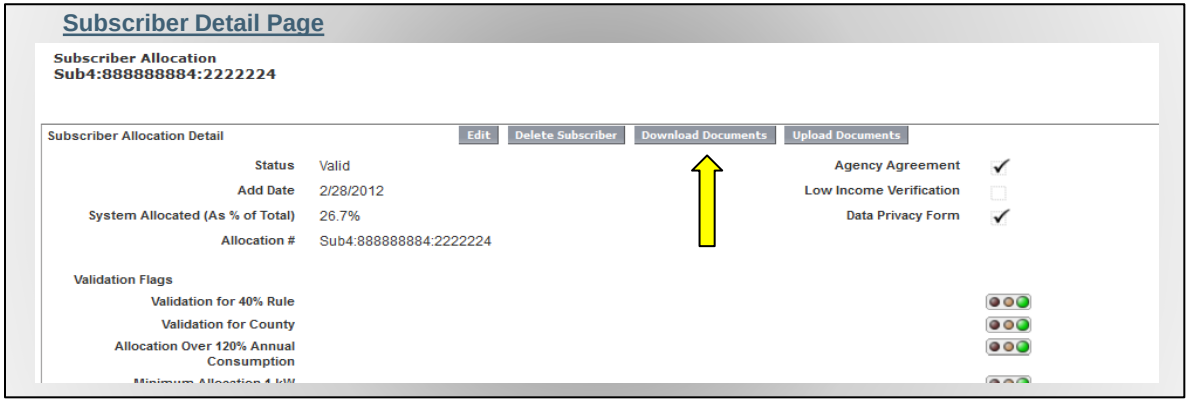
Continued…

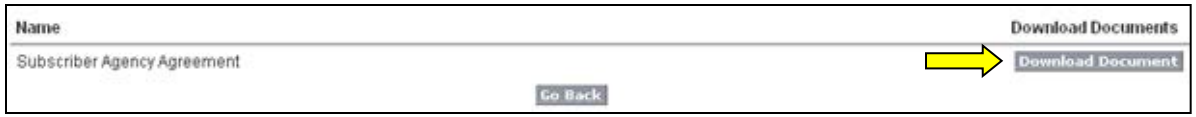
►On the Subscriber Detail page hit the *Download Documents* button.

►On the Subscriber Download Documents page click on the *Download Document* button for the Subscriber Agency Agreement.

►Save the file to your computer.

►Print and have the form signed by the customer.





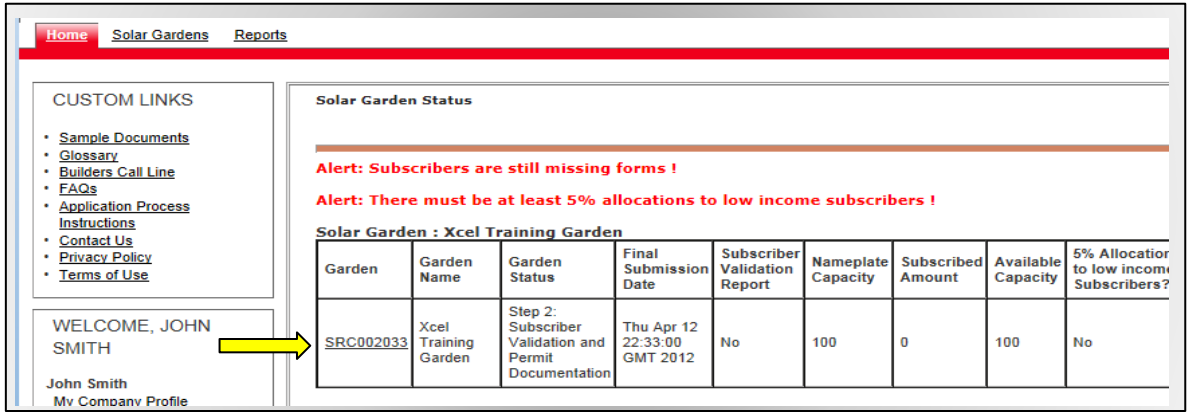
Step 2: Subscriber Validation

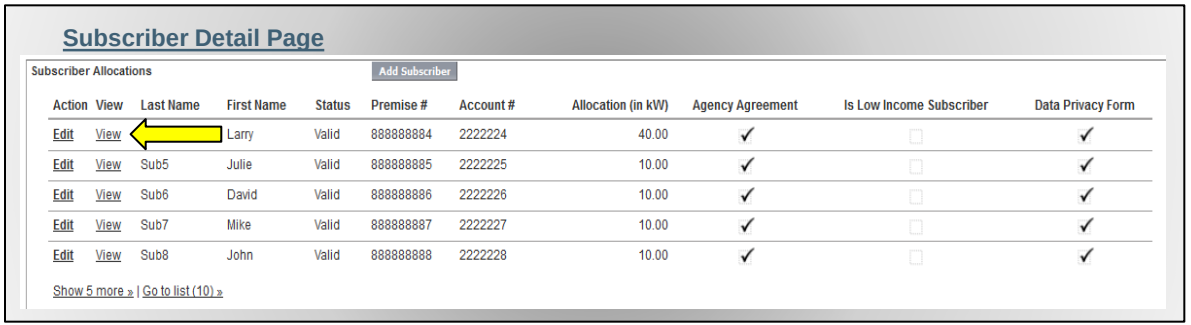
Uploading Signed Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

After the Subscriber Agency Agreement form is signed it needs to be uploaded to the SRC Application System.

Uploading Subscriber Agency Agreement:

- **From the "Home" tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.**
- **Click the "View" link for the subscriber you want to upload document(s) for.**





Step 2: Subscriber Validation

Uploading Signed Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

Uploading Subscriber Agency Agreement:

Continued…

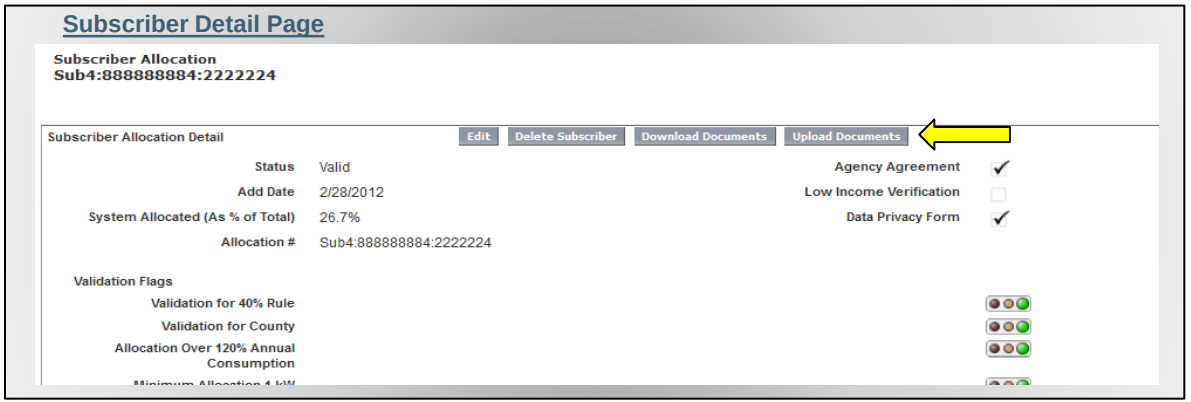
►On the Subscriber Detail page hit the *Upload Documents* button.

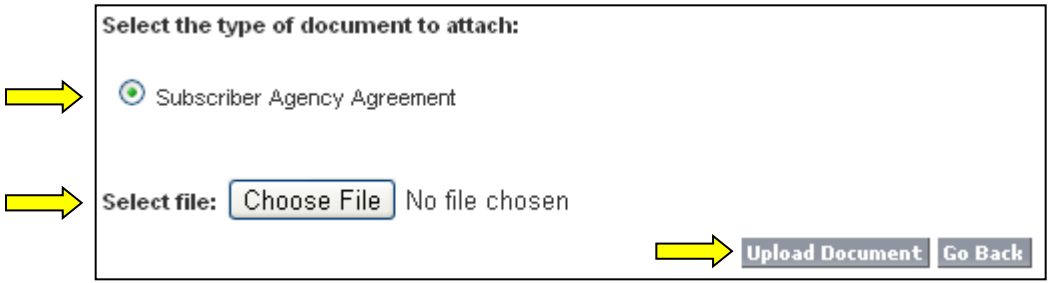
►Select the radio button for Subscriber Agency Agreement.

►Click "Choose File" and locate the signed copy of the agreement form for this specific subscriber on your computer.

►Click the *Upload Document* button.

►Repeat these steps for the each customer until all subscribers have all required forms uploaded.



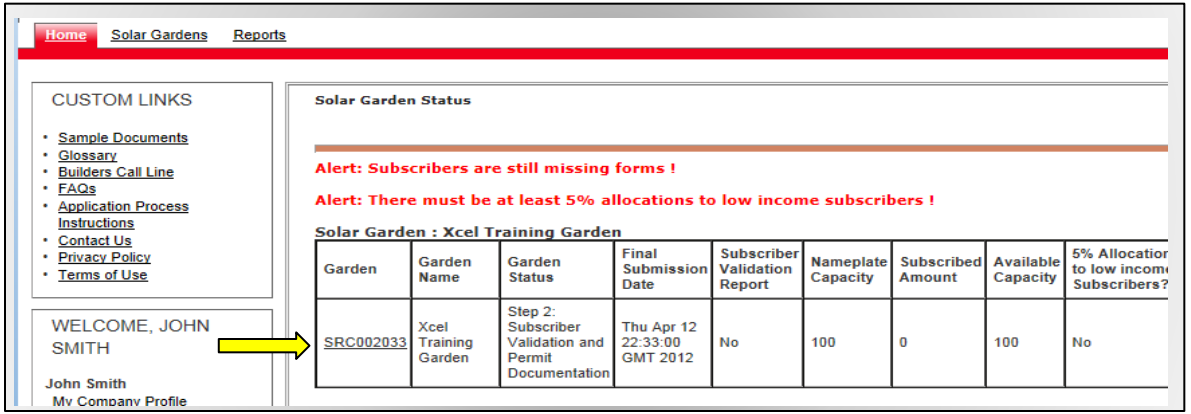


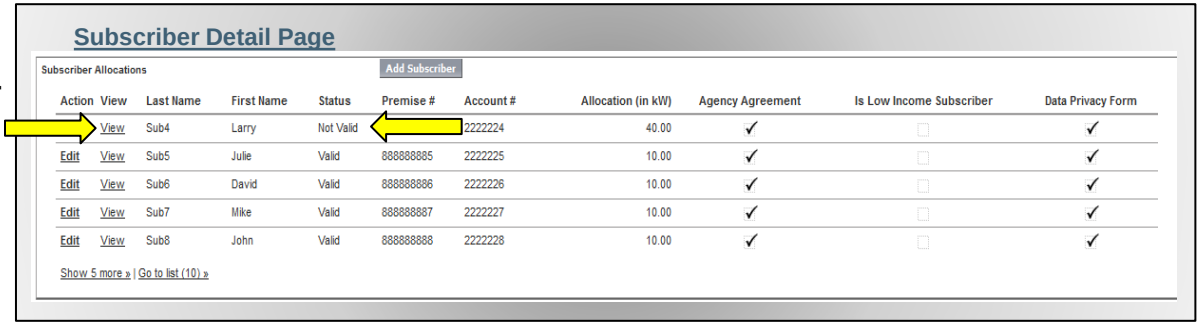
Step 2: Subscriber Validation

Identifying and Updating Invalid Subscribers (not necessary until moving from step 4 to step 5)

Identifying "Invalid" Subscribers:

- From the "Home" tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.
- On the Subscriber Allocations table, locate any customers with a Status of "Invalid"
- Click the "View" link for invalid subscriber to reach the Subscriber Detail Page.





Step 2: Subscriber Validation

Identifying and Updating Invalid Subscribers (not necessary until moving from step 4 to step 5)

Identifying "Invalid" Subscribers:

Continued…

►The Subscriber Detail Page will present you with the validation flags and show you the reason why a subscriber has been marked "Invalid" in the application.

►Click the Edit button to update the allocation amount for subscribers who are invalid for any of the following failed validations:

- **Validation for 40% Rule**
- **Allocation Over 120% Annual Consumption**
- **Minimum Allocation .2 kW**
- **Validation for current account / premise combo**
- **County validation**

Step 2: Subscriber Validation

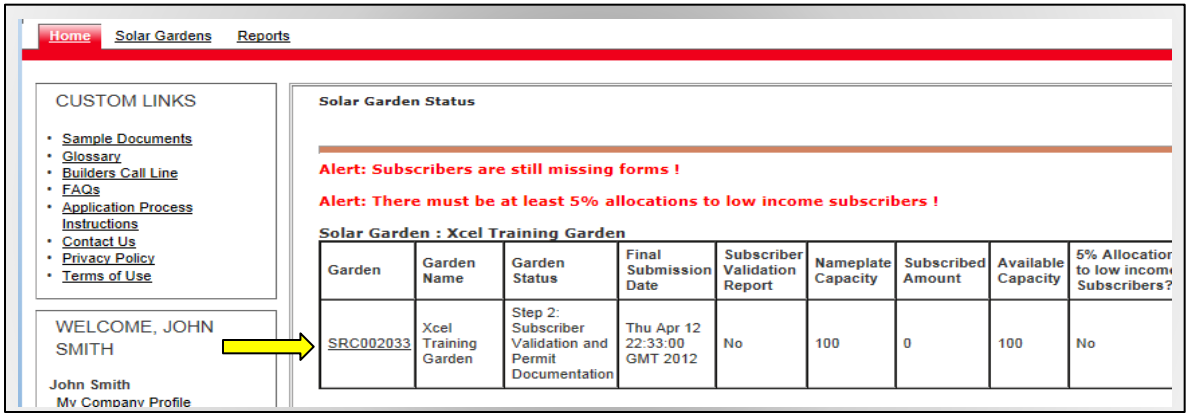
Upload the State Certificate of Good Standing

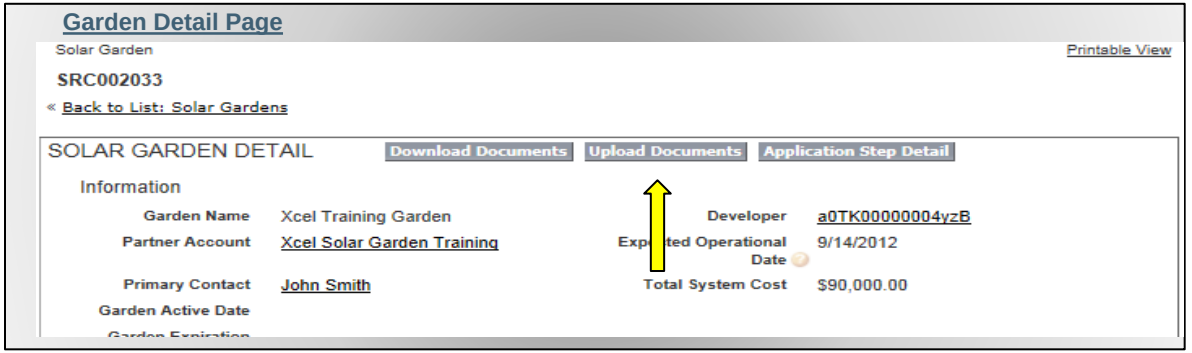
Prior to completing Step 2 of the application process you need to upload the State Certificate of Good Standing form.

Uploading the Certificate of Good Standing:

Note:
You can upload the State Certificate of Good Standing at any time during Step 2: Subscriber Validation

- **From the "Home" tab in the SRC Application System, click Garden ID link to navigate to the Garden Detail Page.**
- **Click the *Upload Documents* button found on the Garden Detail page.**





Step 2: Subscriber Validation

Upload the State Certificate of Good Standing

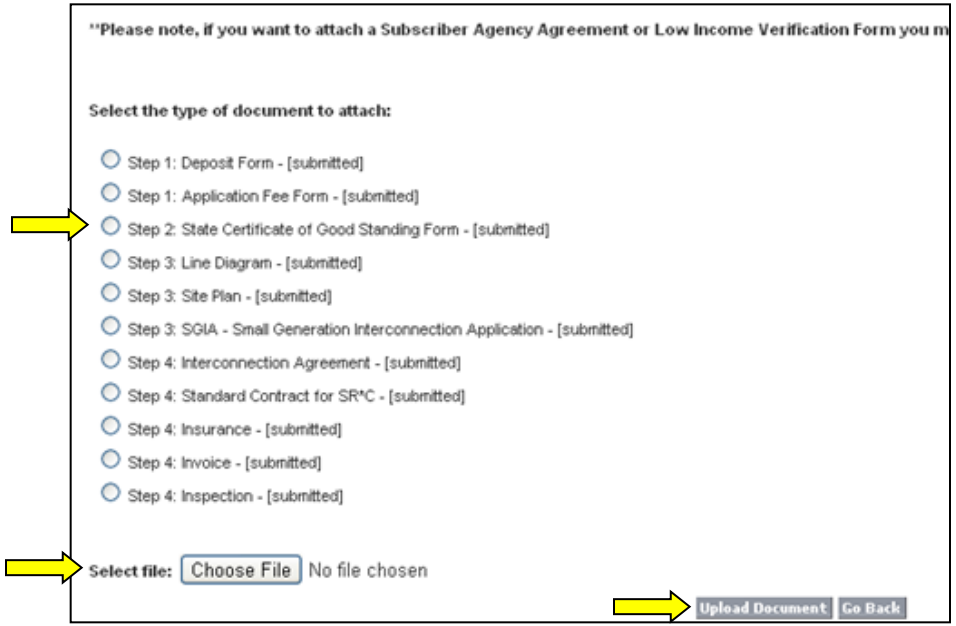
Uploading the Certificate of Good Standing:

Continued….

►Select the radio button for State Certificate of Good Standing Form.

►Click "Browse" to locate the file on your computer.

►Click the *Upload Document* button.



This step is now complete. Xcel will send you a confirmation email once the forms are uploaded and the deposit payments are received. The email will also contain the next steps to continue with the application process.

Step 2: Subscriber Validation

Submitting Subscribers for Approval

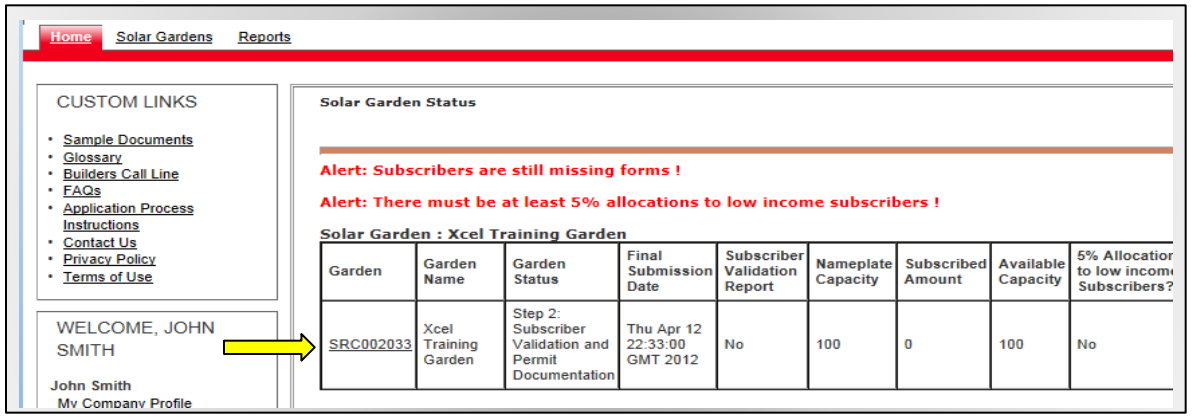
Submitting Subscribers for Approval:

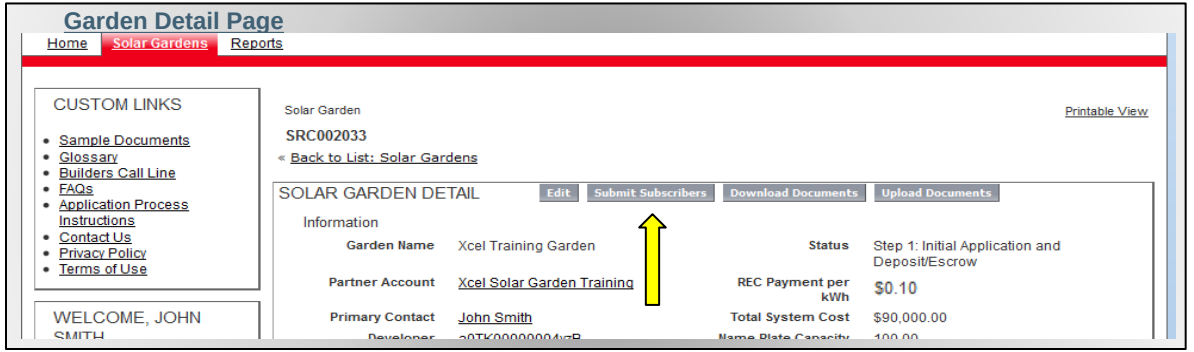
►**Confirm you have subscribers entered for your garden.**

►**Confirm you uploaded the State Certificate of Good Standing.**

►**From the "Home" tab in the SRC Application System, click Garden ID link to navigate to the Garden Detail Page.**

►**Click the *Submit Subscribers* button found on the Garden Detail page.**





This step in now complete! Xcel will send you a confirmation email that contains the next steps to continue with the application process.

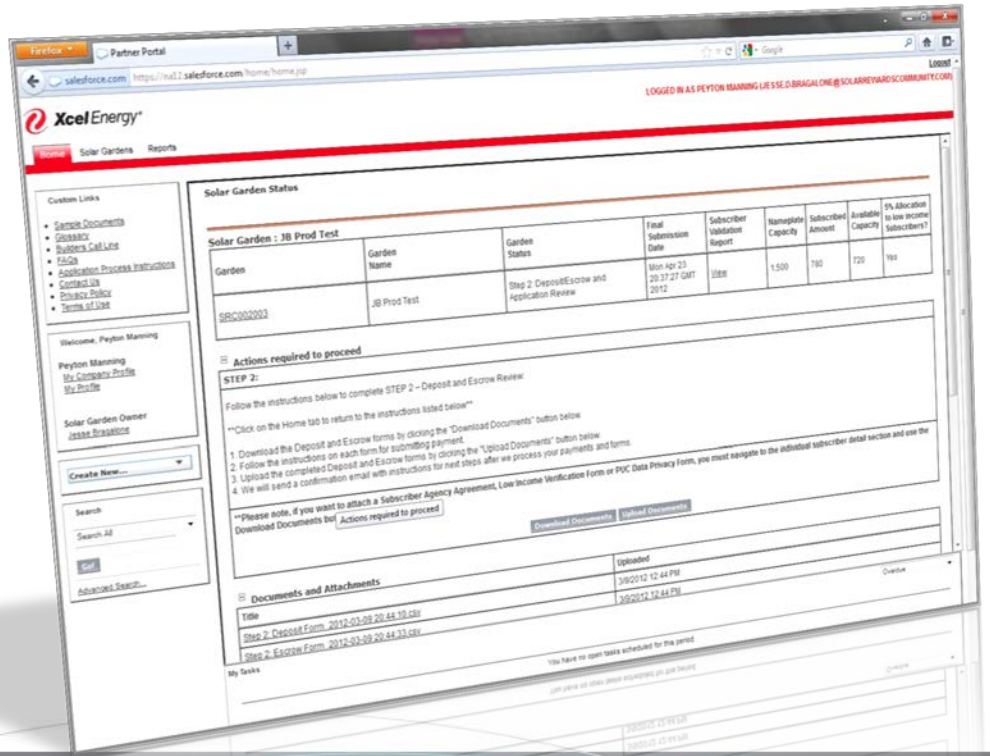
Agenda

- Application Process Overview (Completed)
- Applying for Access to the SRC Application System (Completed)
- Step 1: Initial Application and Deposit (Completed)
- Step 2: Subscriber Validation (Completed)
- **Step 3: Engineering Review**
- **Step 4: Documents and Contract Submission**
- **Step 5: Application Completion**
- **Step 6: Garden Active**

Step 3: Engineering Review

Overview

The third step of the application process requires you to submit engineering documents for review by Xcel's engineering teams.



Summary of Steps:

- ►Log in to the SRC Application System
- ►Upload engineering diagrams and documents to the SRC Application System
- ►Submit Engineering Study Fee
- ►The company will determine completeness of application within 30 days from document submission and fee being recieved.
- ► Xcel's engineering teams will review the diagrams and reach out with questions or clarifications

Required Forms to Complete Step 3:

- ►One-line Diagram
- ►Site Plan
- ►Interconnection Application

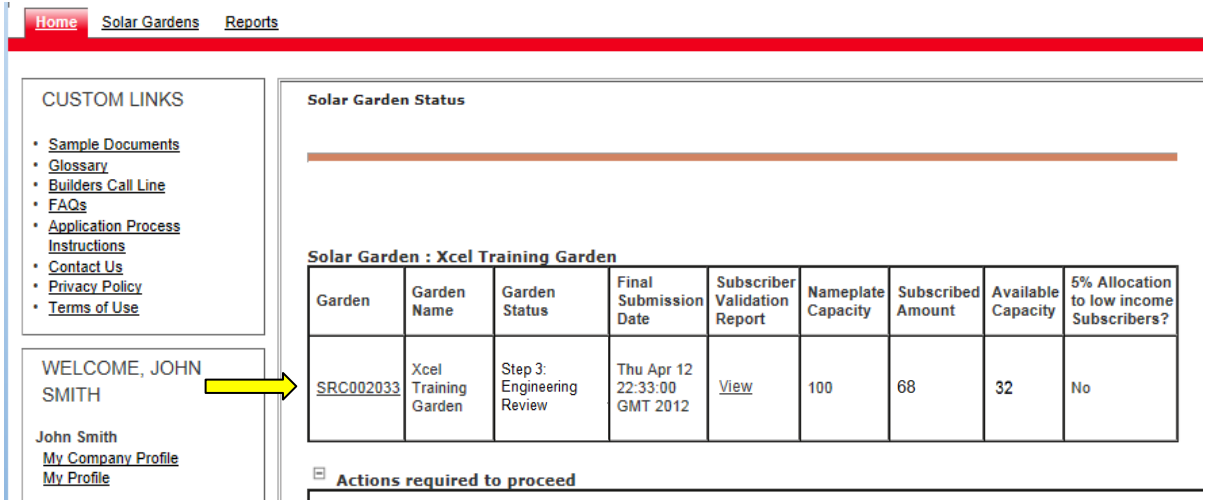
Step 3: Engineering Review

Uploading Engineering Documents

The third step of the application process requires you to provide technical information to Xcel's engineering teams to review. Each of the documents will need to be uploaded to the SRC Application System.

Uploading Engineering Documents:

- **From the "Home" tab, click the *Upload Documents* button at the bottom of the "Actions required to proceed" section.**
- **Or, you can click on Garden ID link and click the *Upload Documents* button found on the Garden Detail page.**



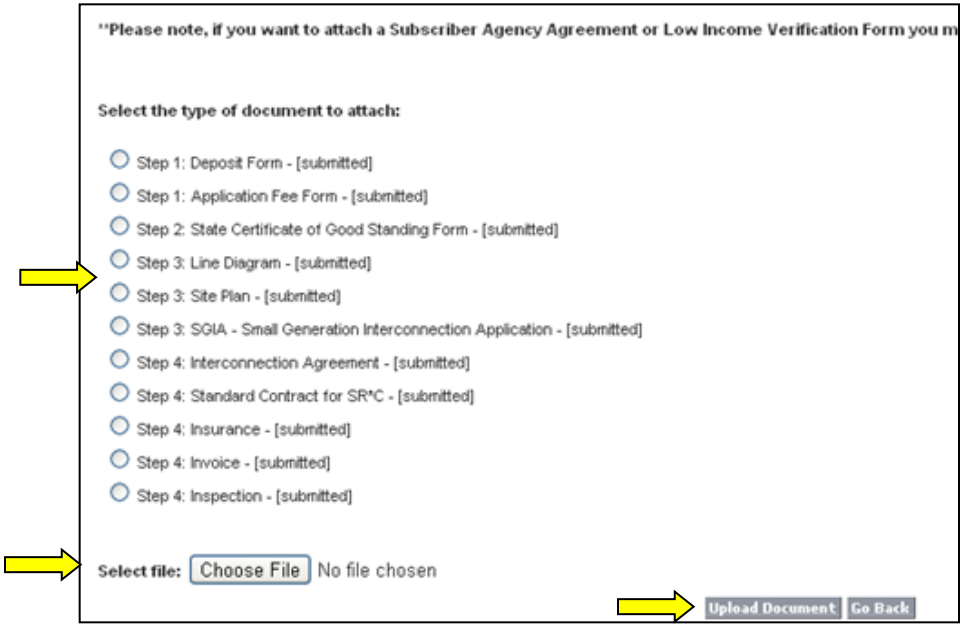
Step 3: Engineering Review

Uploading Engineering Documents

Uploading Engineering Documents:

Continued….

- **Select the radio button for One-line Diagram.**
- **Click “Browse” to locate the file on your computer.**
- **Click the *Upload Document* button.**
- **Repeat these steps for the both the Site Plan and Interconnection Application.**
- **Complete form and mail Engineering Study Fee**



This step in now complete. Xcel will send you a confirmation email upon engineering approval. The email will also contain the next steps with how to continue the application process.

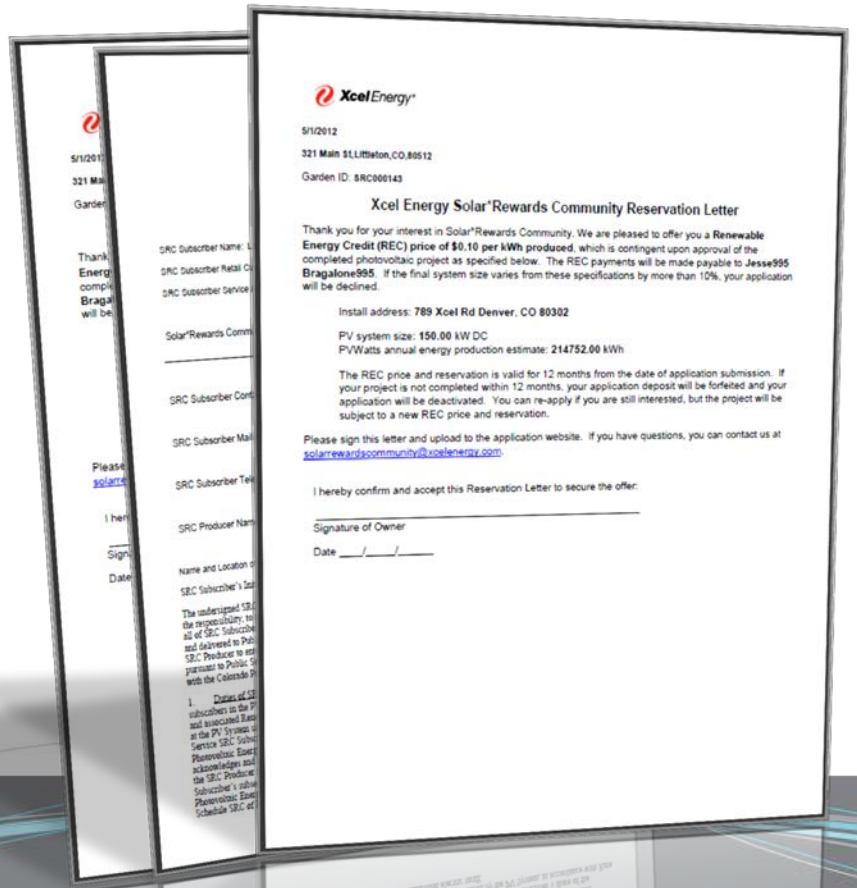
Agenda

- Application Process Overview (Completed)
- Applying for Access to the SRC Application System (Completed)
- Step 1: Initial Application and Deposit (Completed)
- Step 2: Subscriber Validation (Completed)
- Step 3: Engineering Review (Completed)
- **Step 4: Documents and Contract Submission**
- **Step 5: Application Completion**
- **Step 6: Garden Active**

Step 4: Documents and Contract Submission

Overview

After you receive notification that you have moved to step 4 you will need to upload your final documents.



Summary of Steps:

- ►**Log in to the SRC Application System**
- ►**Download the Reservation Letter *(Made in Minnesota or Solar*Rewards Rebate),* Interconnection Agreement, and Solar*Rewards Community Contract**
- ►**Upload the completed forms, plus the invoice, proof of insurance, and proof of inspection**
- ►**Email the production meter phone number to scrmn@xcelenergy.com**

Required Forms to Complete Step 4:

- ►**Reservation Letter *(Made in Minnesota or Solar*Rewards Rebate)***
- ►**Interconnection Agreement**
- ►**Solar*Rewards Community Agreement**
- ►**Proof of Insurance**
- ►**Proof of Inspection**
- ►**Invoice showing equipment and total cost**

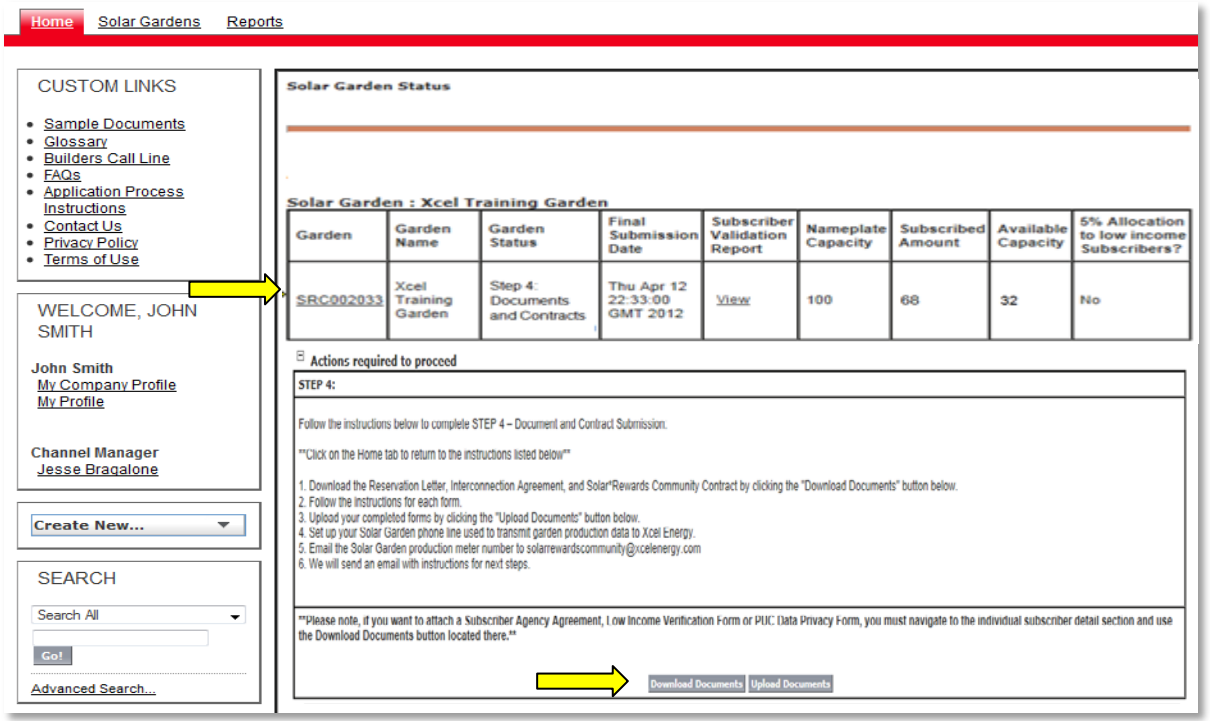
Step 4: Documents and Contract Submission

Downloading the Remaining Documents

Downloading the necessary documents in Step 4 follows the same process that was used in Step 1 to download the deposit and application forms.

Downloading the Remaining Documents:

- **From the "Home" tab, click the *Download Documents* button at the bottom of the "Actions required to proceed" section.**
- **Or, you can click on Garden ID link and click the *Download Documents* button found on the Garden Detail page.**



Step 4: Documents and Contract Submission

Downloading the Remaining Documents

The Download Documents page allows you to download the remaining forms with prepopulated information specific to your garden.

Downloading the Remaining Documents:

Continued….

►Click the *Download Document* button for the Interconnection Agreement.

►Save the file to your computer.

►Print and sign the form.

►Repeat these steps for the Reservation Letter (if required) and Solar*Rewards Community Community Contract.

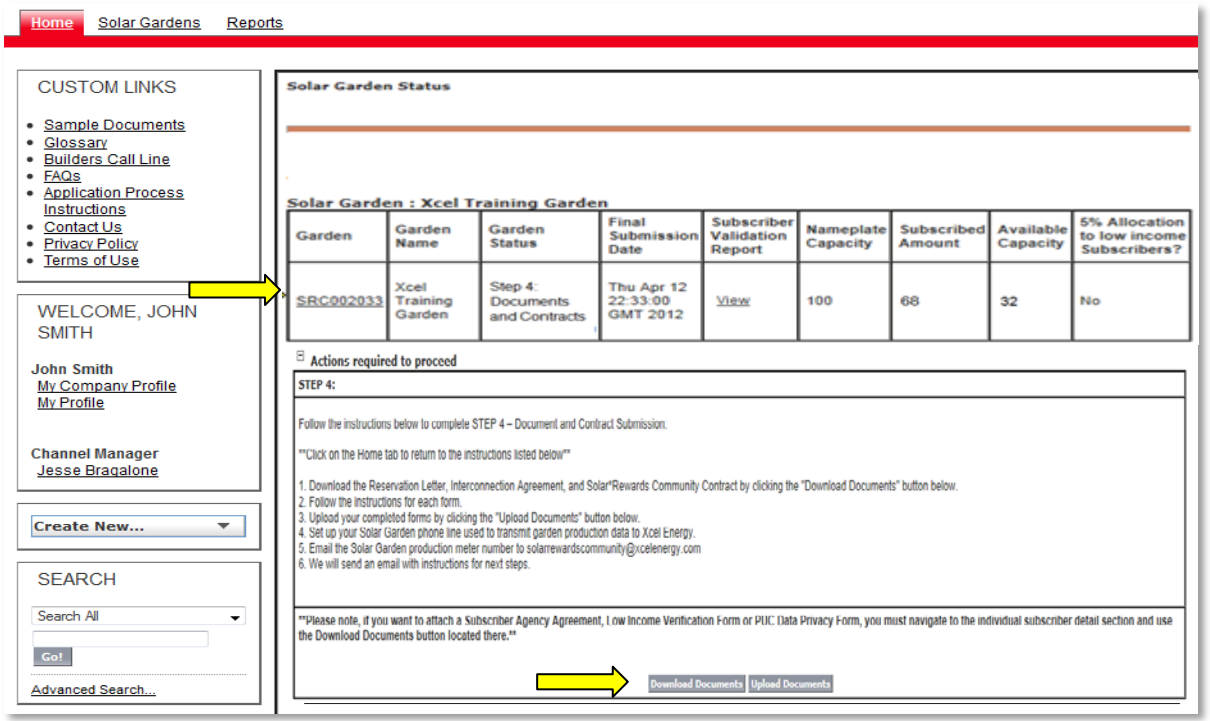
Step 4: Documents and Contract Submission

Uploading All Remaining Documents

After you have downloaded your forms you must print and sign the forms, upload your completed forms, and also upload proof of insurance, proof of inspection, and a detailed invoice to the SRC Application System.

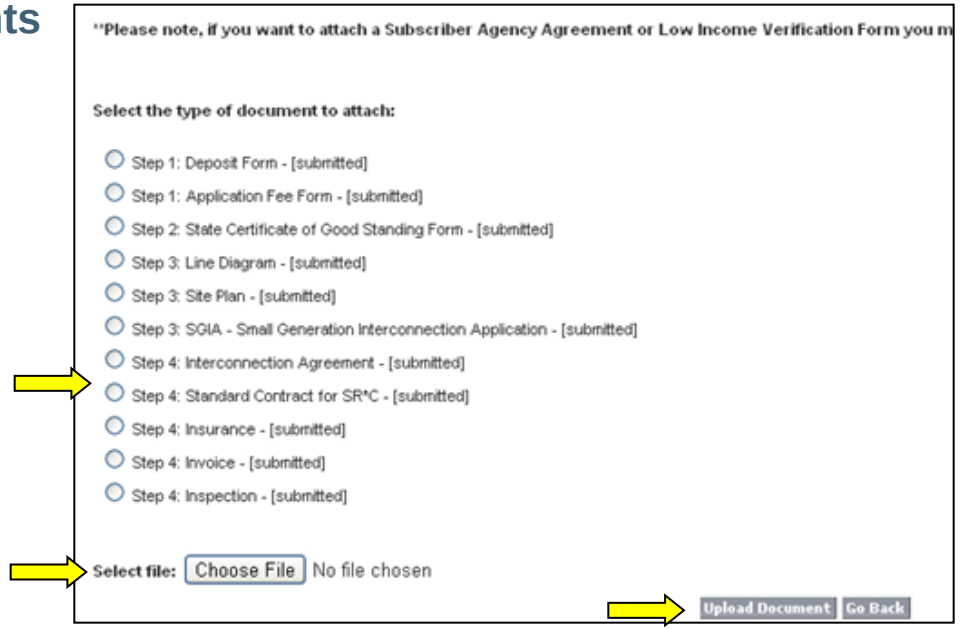
Uploading All Remaining Documents:

- **From the "Home" tab, click the *Upload Documents* button at the bottom of the "Actions required to proceed" section.**
- **Or, you can click on Garden ID link and click the *Upload Documents* button found on the Garden Detail page.**



Step 4: Documents and Contract Submission

Uploading All Remaining Documents



Uploading All Remaining Documents:

Continued….

►Select the radio button for the Interconnection Agreement

►Click "Browse" and locate the file on your computer.

►Click the *Upload Document* button.

►Repeat these steps for the Solar*Rewards Community Contract, Proof of Insurance, Proof of Inspection, Invoice, and Reservation Letter (if required).

Remember:
Before you can progress to the next step you must set up a phone line for your Solar Garden and send the production meter phone number to srcmn@xcelenergy.com

This step in now complete. Your contracts and documents will be reviewed by Xcel. Upon approval, you will receive an email with the next steps on how to continue the application process.

Agenda

- Application Process Overview (Completed)
- Applying for Access to the SRC Application System (Completed)
- Step 1: Initial Application and Deposit (Completed)
- Step 2: Subscriber Validation (Completed)
- Step 3: Engineering Review (Completed)
- Step 4: Documents and Contract Submission (Completed)
- **Step 5: Application Completion**
- **Step 6: Garden Active**

Step 5: Application Complete

Overview

Your application is complete. There is no further action required at this time for the application process.

Summary of Next Steps:

- You may add, remove, or update subscribers in your garden as necessary
  - This process is outlined in the Step 2 section of this training course
- When the first bill credit for the garden is applied, the application will automatically move to Step 6: Active

Information or Documents Required:

- The addition of any new subscribers will require the following:
  - Subscriber Agency Agreement

Agenda

- Application Process Overview (Completed)
- Applying for Access to the SRC Application System (Completed)
- Step 1: Initial Application and Deposit (Completed)
- Step 2: Subscriber Validation (Completed)
- Step 3: Engineering Review (Completed)
- Step 4: Documents and Contract Submission (Completed)
- Step 5: Application Completion (Completed)
- **Step 6: Garden Active**

Step 6: Garden Active

Overview

This step is achieved after the first (partial) month of production. This is when subscribers will begin to receive bill credits.

Summary of Next Steps:

- **You may add, remove, or update subscribers in your garden as necessary**
  - **This process is outlined in the Step 2 section of this training course**

Subscriber Maintenance:

- **When you update subscribers:**
  - **You must maintain at least 5 valid subscribers in your garden at all times**
  - ***All changes to subscribers must be made no later than 5 business days prior to the end of the month to take effect in the next month***

Reminder: **Your solar garden application must be completed, approved, and the solar garden must be producing energy within two years from the date Xcel Energy deemed your began the application process.**

Xcel Energy®
RESPONSIBLE BY NATURE®