

FOR SUBSCRIBER ORGANIZATIONS

What is the Escrow?

An Escrow is required for each Standard Offer and RFP garden application. The Escrow amount is \$100/kW for all programs. The escrow is refundable if the project is completed in the 1.5 year deadline for RFP applications; the escrow is always refundable for Standard Offer applications.

The Escrow is due within 5 (five) business days of receiving access to the application system. It must either be mailed to Xcel Energy or sent via wire transfer. Details on these processes are provided on the Escrow Form, which must be signed and uploaded to the application system prior to Xcel Energy receiving the funds.

The Escrow will be refunded without interest (once system is commercially operational) to the original provider. More details can be found on the Escrow Form.

What is the Application Deposit?

The Application Deposit is required for each Standard Offer garden application to secure a place in the first come first serve queue. The Deposit amount is \$100/kW for all programs. The deposit is refundable if the project is completed in the 1.5 year deadline, or if the project does not secure a place in the queue. The Application Deposit is in addition to the Escrow for Standard Offer applications only.

The Application Deposit is due within 5 business days of receiving access to the application system. It must either be mailed to Xcel Energy or sent via wire transfer. Details on these processes are provided on the Application Deposit Form, which must be signed and uploaded to the application system prior to Xcel Energy receiving the funds.

It is understood that, if the application fails to comply with program rules, the deposit will be forfeited and credited to the RESA deferred balance. The deposit will also be forfeited if either ten subscribers are not validated within 30 days, or if the application is not completed in 1.5 years after movement to stage two in the application process. If eligible, the deposit will be refunded without interest (once system is commercially operational) to the original provider. More details can be found on the Application Deposit Form.

Can I drop off my Application Deposit and Escrow to the Xcel Energy offices?

No. We will not accept deposit/escrow checks, or any other Solar*Rewards documents, that are hand delivered to our office or mailroom. Checks must be mailed (via USPS, FedEx, UPS, etc) and postmarked. Forms must be uploaded to the application system.

What do I need to do to reserve a place in the Standard Offer program?

In order to reserve a place in the Standard Offer program (at times when the program is open for new applications), you must:

1. Submit an online application form for the garden
2. Wait for an email containing system access credentials (username and password)
3. Access the online application system

4. Download, sign and upload completed Application Deposit and Escrow Forms
5. Submit payments within 5 business days of the day you received system credentials
 - Receipts of payment are time stamped and projects reserve a place in the queue based on timestamp and capacity availability.

After your payments and forms are received, and if the application is successful in securing a place in the program, you will receive an email confirming your REC price. At this time you will have 30 days to complete the next steps in the process, which includes submitting 10 valid subscribers along with data privacy forms and agency agreements for each subscriber.

How long do I have to complete my installation?

Applications are valid for one and a half years from the date your application moves from Step 1 to Step 2 (after your place in the queue has been determined). If you do not complete your installation within this 1.5 year period, your application will be rejected and your forfeited funds will be credited to the Renewable Energy Standard Adjustment (RESA) fund.

Why does Xcel Energy need proof of insurance? (Solar Garden Owners Only)

The PUC's regulations require that, as a condition to interconnection, the operator/owner of each system carry insurance with a combined single limit for bodily injury and property damage per occurrence of a specific minimum depending on system size. We ask for proof of insurance to confirm compliance with this requirement and to ensure financial protection of both the customer and Xcel Energy. This requirement protects both parties if anyone were to get hurt while working on the meter, whether it is an Xcel employee, neighbor, firefighter, or other individual. The insurance should be in the name of the subscriber organization and should list Xcel Energy as additionally insured.

The amounts are as follows:

Systems between 50 kW – 500 kW: \$1,000,000

Systems between 50 kW – 2 MW: \$2,000,000

How are low income subscribers determined?

The Solar*Rewards Community™ program requires each participating solar garden to have a minimum of 5% of the garden kW allocated to low income subscribers. This requirement must be met prior to the production meter installation and project completion.

For the purposes of the program, any subscriber that is a member of one of the following groups qualifies as a low income subscriber:

- Energy Outreach Colorado
- The Atmosphere Conservancy
- Colorado LEAP Program
- Municipal Housing Authority (ex: Denver Housing Authority)

All low income subscribers must have a completed Low Income Verification Form, signed by a representative of one of the above organizations.

Do institutions that represent low income individuals count as low income subscribers?

No, the individual subscriber (with an Xcel Energy account) must be low income qualified customer.

How are the monthly Subscriber Organization REC payments determined?

There are 2 components to the REC payment for Subscriber Organizations.

1. Subscribed energy: kWh production x REC price
2. Unsubscribed energy: kWh production x average hourly incremental cost of energy

Subscribed energy is the portion of kWh production that has a subscriber (if 80 kW of a 100 kW is subscriber, then the subscriber energy payment will be 80% of the total production). Unsubscribed energy is that which does not have a subscriber. The amounts are added together to equal the monthly incentive payment. The garden owner will receive the payment in the form of a check from Xcel Energy. Unsubscribed energy will be paid for 2015 at the 2014 rate of 2.6164¢.

When and how do subscriber organizations receive REC payments?

Subscriber organization will receive payments via a monthly check mailed to the account address. The payments for subscribed and unsubscribed energy will be applied on the 9th of the month following production, and then will be invoiced on the last day of the following month due to the bill cycle for these accounts. Add in the mailing time and this means that subscriber organizations can always expect an approximate 40 day lag time between solar production and receiving checks in the mail.

Energy produced during the first (partial) month of interconnection is classified as unsubscribed energy.

Can PV systems on several parcels of land or property be tied into one garden?

No. A solar garden cannot cross over property lines or be linked with another garden.

How are engineering and interconnection costs determined?

Our metering and area engineers will review an applicant's line diagram, site plan and small generation interconnection agreement (SGIA) during the application process. The applicant is responsible to pay all engineering and interconnection costs associated with interconnecting the new load of the solar garden. Engineering fees will be estimated and collected by the Xcel Energy Engineering Group separate from the Solar*Rewards Community™ application deposit and escrow.

Interconnection and engineering costs are project-specific and will be determined on a case-by-case basis as engineering design and review is completed. For the purpose of preliminary estimating of interconnection costs, Xcel Energy is providing some typical material and system modification costs that are common for these types of interconnections. This is in no way a complete list, and actual costs will be based on site-specific conditions:

- 50kVA single phase transformer- approx \$2000 per unit
- 300KVA underground transformer installed- approx \$4,500 per unit
- 1000kVA three phase transformer- approx \$16,000 per unit
- Underground feeder extension (using 1000AL)- approx \$150 – \$200 per linear foot
- Overhead feeder extension (using 336ACSR)- approx \$60 – \$100 per linear foot

What are the requirements around the production meter?

We have several meter types that can be used depending on the installation type. The typical meters are Itron Sentinels and the installation costs vary depending on the service type and system size. The costs are dependent on system size, service type, and interconnection method, which will be installed in accordance with our installation standards contained in the current revision of the Xcel Energy Standard for Electric Installation and Use manual.

Can I change my garden location at any time during the application process?

Please review the [Guidelines for Site Relocation](#) on our [website](#).

How should I have the Builders Call Line (BCL) set up the Premise address for my solar garden?

Please have the BCL set up the premise address using the following configuration: Unit SRC XXXXX (Physical Address) Ex. Unit SRC

Can I install multiple gardens on one site?

Please review the [Guidelines for Multiple PV Systems Located on One Site](#) on our [website](#).

How does the subscriber maintenance work for the 20 years of the contract?

The garden owner will have access to the online application system for the life of the 20 year contract. During that time they can add and remove subscribers. Keep in mind that that garden must always have at least 10 subscribers, cannot have a single subscriber with more than 40% of the garden allocation, and must have 5% of the garden allocated to low income subscribers.

Can a garden be installed on a site that already has an existing net metered PV system?

Yes, as long as the Solar*Rewards Community™ system and house power service meter are separate from any PSCo service (with or without solar*rewards system) on a property. Also, if that customer desired to be a subscriber, they would need to meet the 120% rule requirements like any other subscriber with a Solar*Rewards system on their roof.

What is a community-based solar project?

A community-based solar project is a project located in Colorado that meets the following three conditions:

1. The project is owned by individual residents of a community, by an organization or cooperative that is controlled by individual residents of the community, by a local government entity, or by a tribal council
2. The project's generating capacity does not exceed 30 megawatts
3. There exists a resolution of support adopted by the local governing body of each local jurisdiction in which the project is to be located.

For purposes of showing compliance with the Renewable Energy Standard, Public Service Company of Colorado can claim REC multipliers applied to certain qualified generation resources. With regards to the REC multiplier for community-based projects, Colorado state statute allows the Company to count each REC generated from such a project as 1.5 RECs for compliance purposes.

Because these types of community-based projects are new to the Company, we will seek verification from the Colorado Public Utilities Commission regarding each project that is submitted with a community-based designation. As a result, there is no assurance your solar garden will be treated as a community-based project.

How do I add, delete, and manage subscribers in the application system?

See the [Application Process Manual](#) on the website at: xcelenergy.com > Colorado > Save Money and Energy > Renewable Energy Programs > Solar Rewards Community > Additional Information (expand tab by clicking on “+” sign) > Program Policies and Sample Documents > Other (expand tab by clicking on “+” sign) > Application Process Manual

What is the Interconnection Study Fee Process?

To initiate a new interconnection study, please fill out and send the Interconnection Study Fee Form found on the website. Once received, the one line and site plan that you have uploaded in the application system are sent to the engineering team for review and comments.

The form is at: xcelenergy.com > Colorado > Save Money and Energy > Renewable Energy Programs > Solar Rewards Community > Additional Information (expand tab by clicking on “+” sign) > Program Policies and Sample Documents > Other (expand tab by clicking on “+” sign) > Interconnection Study Fee Form

What is the timeline for the data privacy release (Utility Consent to Disclose Form)?

Verification of data privacy for usually takes about 1 week. Once the subscriber organization emails the utility consent to disclose form to dataprivacy@xcelenergy.com the form is verified and the subscriber organization is notified by email with the customer’s consumption history. Once the email is sent, the authorization is uploaded into the SRC system which takes a couple more days. At this point the subscriber organization can add subscribers to the SRC application system.

FOR SUBSCRIBING CUSTOMERS

What is the limit on the percentage of a garden that each subscriber can have?

Each subscriber is allocated an interest in the solar garden. Each subscriber, except for low-income qualified subscribers, must subscribe to a minimum of one 1 kW of the total solar garden capacity. The subscriber’s primary business cannot be the generation of electricity. No single subscriber can be allocated more than 40% of the total garden. A subscriber can participate in up to 5 gardens.

In addition, the estimated annual power output (kWh) of the subscriber’s interest in the solar garden can be no greater than 120% of the total customer usage from the previous 12 months. Any subscriber allocation that pushes them over the 120% rule will not be validated and therefore will not be allowed to move forward. Any subscriber allocation that would violate the 40% rule or the 120% rule will not be validated and, therefore, will not be allowed to move forward.

We assess the 120% rule at the time the subscriber is added, and we use the previous 12 months of the subscriber’s personal usage. This means that a planned future purchase will not be considered when

looking at the 120% rule. Once the subscriber's consumption increases, the subscriber could purchase additional solar garden interests.

How do you calculate the 120% rule for new construction or new owners/renters of a property?

If there is 4 months or more of consumption history, the average monthly consumption is multiplied by 12 to figure the yearly consumption. In cases where there is less than 4 months of consumption history, the new home calculator can be used

<http://www.xcelenergy.com/staticfiles/xcel/Marketing/CO-SR-2010-Home-Usage-Estimator.xls>

The calculator uses square footage and location to determine the maximum system size allowed. An example of the output for a property located in the Denver metro area is below:

Home Size (square feet)	Annual kWh	120% of usage	Estimated Array size (kW dc)
0 - 500 sf	5,125	6,149	4.21
501 - 1,000 sf	5,320	6,384	4.38
1,001 - 1,500 sf	7,124	8,548	5.86
1,501 - 2,000 sf	8,492	10,191	6.98
2,001 - 2,500 sf	9,801	11,761	8.06
2,501 - 3,000 sf	10,568	12,681	8.69
3,001 - 3,500 sf	12,203	14,644	10.04
3,501 - 4,000 sf	13,198	15,838	10.86
4,001 + sf	14,842	17,811	12.21

For properties that are over 4,500 square feet without consumption history, please submit an energy audit (HERS Rating or similar) or load calculations for the property. Please submit all system sizing paperwork to solarrewardscommunity@xcelenergy.com.

Which garden(s) can a subscriber participate in?

A subscriber's premises attributed to the solar garden subscription (and for which the 120% rule applies) must be a premises served by Public Service located within the same county as the solar garden, unless the designated premises is located in a county with a population of less than 20,000 residents, in which case the designated premise may be in another county adjacent to the county where the solar garden is located, so long as that county also has a population of less than 20,000 residents.

What is required for each subscriber in order to participate in the program?

The subscriber must fall within the allocation rules as stated above. There must be a completed PUC Data Privacy Release Form on file for each subscriber. In addition, each subscriber must complete and sign a Subscriber Agency Agreement ([see Sample Documents](#)). The subscriber organization must upload the agreement to the online application.

What is a low income subscriber?

All solar gardens must have at least 5% of the total garden allocated to income-qualified customers. These customers must submit proof of income-qualified status via the Low Income Verification Form ([see Sample Documents](#)). These forms must be signed by one of the following organizations:

- Energy Outreach Colorado
- The Atmosphere Conservancy
- Colorado LEAP Program

- Municipal Housing Authority (ex: Denver Housing Authority)

How does the bill credit work?

Each subscribing customer will receive a monthly bill credit based on their share of the garden production. The credit is equal to the subscriber's share of the garden production times the Company's total aggregate retail rate, less a delivery fee. The credit is expressed in dollars and reflected as a line item at the end of the bill. The credit does not affect customer usage. The customer will see a bill message that indicates where the credit is located on the bill.

Details on how the bill credit is calculated for rate classes can be found in the CO Electric Tariff Book published on the Xcel Energy website. The bill credit is determined based on data from the prior calendar year, and is recalculated at the beg