



# Community Solar Garden Subscriber Disclosure Checklist

The Minnesota Public Utility Commission issued an *Order* on April 7, 2014 on Xcel Energy’s Community Solar Garden Program (Minnesota Public Utilities Docket No. E002/M-13-867). The *Order*, among other points, requires Community Solar Garden operators to disclose to prospective subscribers the project information listed below. Subscribers and prospective subscribers in Xcel Energy’s service territory can contact the Community Solar Garden operator to obtain the following information as part of any Community Solar Garden project. All prospective Community Solar Garden subscribers may use this form as a tool to review subscriber agreements.

On the left, subscribers can check to indicate they have reviewed this item. On the far right, operators and/or subscribers can note on which page numbers in the subscriber agreement the item is addressed.



## Subscriber Agreement Items

Page #:

- Future costs and benefits of the Subscription including:
  - All nonrecurring (i.e., one-time) charges \_\_\_\_\_
  - All recurring charges \_\_\_\_\_
  - Terms and conditions of service \_\_\_\_\_
  - Whether any charges may increase during the course of service, and if so, how much advance notice is provided to the Subscriber \_\_\_\_\_
  - Whether the Subscriber is required to sign a term contract \_\_\_\_\_
  - Terms and conditions for early termination \_\_\_\_\_
  - Any penalties that the Community Solar Garden may charge to the Subscriber \_\_\_\_\_
  - The process for unsubscribing and any associated costs \_\_\_\_\_
  - An explanation of how the Community Solar Garden Operator and the Utility will share the Subscribers data with each other \_\_\_\_\_
  - Data privacy policies the Utility of the Community Solar Garden Operator \_\_\_\_\_
  - Under what circumstance and by what method will notice to Subscribers be issued when the Community Solar Garden is out of service, including notice of estimated length and loss of production \_\_\_\_\_
  - Assurance that all installations, upgrades and repairs will be under direct supervision of a NABCEP-certified solar professional and that maintenance will be performed according to industry standards, including the recommendations of the manufacturers of solar panels and other operational components \_\_\_\_\_
  - Allocation of unsubscribed production \_\_\_\_\_
  - A statement that the Community Solar Garden Operator is solely responsible for resolving any disputes with Xcel Energy or the Subscriber about the accuracy of the Community Solar Garden *production* \_\_\_\_\_
  - A statement that Xcel Energy is solely responsible for resolving any disputes with the Subscriber about the applicable rate used to determine the amount of the Bill Credit \_\_\_\_\_



# Community Solar Garden Subscriber Disclosure Checklist



## Subscriber Agreement Items (cont.)

Page #:

- Copy of the contract with Xcel Energy (a.k.a., Northern States Power Company) for the Solar\*Rewards Community Program \_\_\_\_\_
- Copy of the solar panel warranty \_\_\_\_\_
- Definition of underperformance and a description of the compensation to be paid by the Community Solar Garden Owner for any underperformance \_\_\_\_\_
- The type and level of insurance, and what insurance benefits protect Subscribers \_\_\_\_\_
- Proof and description of a long-term maintenance plan including which services the plan includes (module or inverter failures, snow, etc.) \_\_\_\_\_
- Production projections and a description of the methodology used to develop production projections \_\_\_\_\_
- Community Solar Garden Operator contact information for questions and complaints and agreement to update and notify the Subscriber if ownership changes hands \_\_\_\_\_
- Demonstration to the Subscriber by the Community Solar Garden Operator that it has sufficient funds to operate and maintain the Community Solar Garden \_\_\_\_\_

Verify that you have reviewed this document with your Community Solar Garden Developer/Operator by signing and noting the date below:

\_\_\_\_\_  
Subscriber Signature

\_\_\_\_\_  
Community Solar Garden Operator Signature

\_\_\_\_\_  
Subscriber Printed Name

\_\_\_\_\_  
Community Solar Garden Operator Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date