COMMERCIAL SOLAR STANDARD OFFER PROGRAM GUIDELINES

These guidelines govern the procedures and qualifications for Austin Energy's Solar Standard Offer Program. Austin Energy reserves the right to refuse applications that do not meet program requirements. Guidelines are subject to change.

The Solar Standard Offer Program is the intake process for customer-sited Community Solar generation projects.

I. Commercial Solar Standard Offer Program, the Commercial Standard Offer Rider, and Commercial Standard Offer Guaranteed Minimum Price Incentive

A. Solar Generation Credit and Fees
   i. System Owners, as the successful Applicants to this program, will be billed according to the Standard Offer Rider, receiving credit for all solar generation. Prevailing payment rates can be found at www.austinenergy.com/rates.
   ii. System Hosts will receive no compensation or benefits for solar generation from Austin Energy.

B. Guaranteed Minimum Price Incentive
   i. Qualifying projects installed after April 2nd, 2026 are eligible for the Guaranteed Minimum Price Incentive. This payment rate applies to the first 30MW-ac projects and will last for a term of 10 years.
   ii. The Guaranteed Minimum Price Incentive ensures a minimum Solar Standard Offer payment rate at $0.11/kWh for systems under 1MW-ac and $0.08/kWh for systems over 1MW-ac. The Guaranteed Minimum Price applies if the prevailing Payment Rate is less than the Guaranteed Minimum Price, securing a minimum kWh price.
   iii. Incentive eligibility is confirmed through the Letter of Authorization and is subject to change.
   iv. Austin city buildings are not eligible for the Guaranteed Minimum Price incentive.

II. Program Eligibility

A. System Host: the owner of the existing commercial property within Austin Energy service territory on which the new solar system is to be installed.

B. System Owner/Applicant: the entity that will own the system and which will be eligible to receive the Solar Standard Offer Payment Rate and a potential Guaranteed Minimum Price Incentive for solar production.

III. System Owner/Applicant Obligations

A. System Owners must be current on Austin Energy electric account on which the Standard Offer System is interconnected or risk delay in energy production payment.

B. System Owners must be registered as vendors to the City of Austin upon application to the Commercial Standard Offer Program.

C. System Owners must provide a certificate of insurance showing satisfactory liability insurance including contractual liability insurance covering indemnity obligations which insures the System Owner against all claims for property damage and for personal injury or death arising out of, resulting from or in any manner connected with the installation, operation and maintenance of the system.
   i. The amount of such insurance coverage per occurrence shall be not less than defined as below and name Austin Energy as an additional insured. This amount may be increased at the sole discretion of Austin Energy if the nature of the project so requires. Insurance requirements are determined by system size: 50-100 kW, $500k; 101-500 kW, $1M; >500 kW, $2M.
   ii. The System Owners shall provide proof of such insurance to Austin Energy at least annually and on request by Austin Energy

D. System Owners must facilitate Renewable Energy Credit (REC) aggregation and retirement with ERCOT.
   i. For Microgenerators (systems less than 1 MW): Austin Energy will serve as the REC Aggregator.
   ii. For Generators (systems over 1 MW): System Owners must be registered with ERCOT and transfer RECs to Austin Energy on a quarterly basis.

E. Systems Owners must submit Green-e attestation annually or upon request by Austin Energy.

   i. System Owners shall be responsible for the submission of an active Green-e® Energy Tracking Attestation Form administered by the Center for Resource Solutions (CRS) for the solar system.

F. System Owners must maintain relationship with System Host.
   i. System Owner must maintain a leasing agreement with System Host, if applicable.
   ii. System Owner must ensure the System Host reviews the Austin Energy Customer Agreement Form (CAF).

G. System Owners must apply for tax credits on their own behalf. Austin Energy will not provide customer information to assist in claiming tax credits.
   i. In cases where system ownership is transferred to a new System Owner, a Transfer of Ownership Form must be submitted to solarstandardoffer@austinenergy.com.

IV. Participating Solar Contractor Obligations

A. The Participating Solar Contractor agrees to conduct business ethically and follow Austin Energy's contractor handbook and *Austin Energy Code of Conduct and Ethical Requirements*.
B. The system must be contracted and permitted by the Participating Solar Contractor submitting the application on the Applicant's behalf.
C. Participating Solar Contractor must:
   i. Disclose any subcontractors employed for the solar project on the Customer Agreement Form (CAF).
   ii. Submit an installation application on the Applicant's behalf.
   iii. Be listed as the promisor on the solar installation contract with the Applicant or general contractor.
   iv. Obtain and maintain City of Austin electrical permit for installation of the system prior to inspection.

V. Installation Requirements

A. Solar system capacity must be greater than 50 kW-ac and less than 10,000 kW-ac.
B. All installed system components must be listed by the California Energy Commission.
C. Installations that include framed solar panels must be installed at a pitch of 5 degree or greater.
D. All systems must be interconnected to Austin Energy's electrical grid, at the Applicant's expense, in accordance with the Austin Design Criteria Manual & Austin Energy's Distribution Interconnection Guide.
E. Installation must comply with all applicable local, state, and federal regulations, and in accordance with manufacturer's standards. Individual jurisdictions should be contacted about local requirements.
F. All commercial projects are required to undergo the Plan Review Process. Commercial Plan Review is managed by the Austin Development Services (ADS) and those applications can be submitted here: https://www.austintexas.gov/page/commercial-plan-review. If the commercial installation is located outside of the City of Austin, Austin Energy will require engineer stamped structural drawings for final program approval.

VI. Application Process and Required Documentation

A. Choose a contractor: Applicants must choose a designated Commercial Solar Standard Offer contractor from the Austin Energy's Participating Solar Contractors list.
B. Application submittal: The Participating Solar Contractor must initiate the application on behalf of the Applicant. Applications must be successfully submitted by the Participating Solar Contractor through the Energy Efficiency Collaboration Platform (EECP) under the Commercial Solar Standard Offer Program. The following documents must be fully completed and uploaded by the Participating Solar Contractor:
   i. Customer Agreement Form (CAF) filled out with system details, then endorsed by the primary contractor (if different from the solar contractor), subcontractor (where applicable), System Owner, and, if applicable, System Host.

ii. System Owner FEIN verification form: either an SS4 or 147-C form
iii. Photo of the closest existing meter to the proposed interconnection point
iv. Proposed System Layout, including the following:
    1. Solar panel and inverter equipment details – make, model, quantity, and total system size
    2. Panel orientation – azimuth and tilt
v. (Required for systems ≥ 500 kW-ac) Austin Energy Feasibility Study, completed within the past 90 days.

C. **180 Day Capacity Encumbrance Letter:** Upon review, Austin Energy may issue this letter, sent to the submitting contractor, the System Host, and the System Owner, confirming the Applicant's eligibility for the proposed project. This letter encumbers capacity in the preliminary program for 180 days, during which time, the following documents must be submitted:
    i. Installation Contract – the document that matches the installation details entered on the CAF and entered into the application.
        1. Applicant (should be the same as the Applicant from the CAF) name and installation address
        2. Participating Solar Contractor name and contact address
        3. Total solar installation price – costs not eligible for the Federal Tax Credit must be itemized separately
        4. System details – major solar components (make, model, quantity, and total system size).
        5. The contract must be endorsed by at least two of the signatories on the original CAF (Applicant, general contractor, or Participating Solar Contractor)
    ii. Interconnection Study (for systems identified as requiring an Impact Study as a result of the Feasibility Study)
        1. NOTE: Systems identified as requiring an impact study must apply for the Interconnection Study within one month of encumbrance to maintain encumbered status.
    iii. Distributed Generation Planning Application (DGPA)
        1. Filled out with system details consistent with those on the CAF and the application, with the addition of the proper DG Unit address.
        2. Complete with required endorsements per Austin Energy's Distribution Interconnection Guide based on system size

D. **Solar Standard Offer Program Letter of Approval (LOA):** This letter, sent to the submitting contractor, the System Host, and the System Owner, confirms the program capacity is reserved for the Applicant pending:
    i. Installation meeting all eligibility requirements outlined in these guidelines
    ii. Final inspection passed by Austin Energy solar inspectors
    iii. All final required documentation submitted
        1. Solar system details in EECP must be representative of the final system as installed

E. Installation**:** Contractors must request a Pre-construction (100) meeting prior to proceeding with installation, to ensure compliance with federal, local, and program guidelines.

F. Final Inspection**:** Once the installation is complete the Participating Solar Contractor must:
    i. Ensure that all applicable permits have not expired.
    ii. Request inspection through the Austin Build + Connect Permit Portal
    iii. Indicate that system installation is complete in EECP.
    iv. Submit the following documentation:
    v. (As needed) Final System Layout and/or Change Orders – if the installed system differs from the original application and CAF. Please note, that changes made to the system size and production must remain

consistent with the eligibility requirements listed in this document. System changes may result in disqualification and should be considered *prior to* implementation. Final system Invoice, all costs eligible for the Federal Tax Credit and incentives must be itemized. Process the installation in EECP.

vi. The installation will be inspected for its compliance with national, local, and program guidelines. The customer will be notified of the inspection results via email. Successful pass of final inspection is required for system operation.

G. Quality Assurance and Payment Setup:

i. Submit system insurance documentation, as specified in III-C above

ii. Take necessary actions with City of Austin Vendor Registration to setup direct deposit or check payment information

iii. Verify system generation monitoring can be seen in Energy Profiler Online (EPO)

iv. Verify account and billing information is visible in the City of Austin Utilities Portal

VII. Renewable Energy Credit (REC) Retirement

A. Austin Energy will retain the RECs and other environmental attributes (other than tax credits) from energy generated by solar systems receiving the Standard Offer Rider.

Austin Energy is not a manufacturer, supplier, or guarantor of equipment or contractors. Austin Energy, whether by making available a list of registered contractors and equipment sources or otherwise, makes no representations or warranties of any nature, directly or indirectly, express or implied, as to performance of the contractor or reliability, performance, durability, condition, or quality of any system. Austin Energy is not responsible for operating, maintaining, repairing or end-of-life disposal of the solar system.