

**CoServ Certified Solar Installation Program**  
**Terms & Conditions**  
**Updated January 2020**

**Certified Solar Installer Eligibility Requirements**

- To be eligible to participate in the CoServ Certified Solar Installation Program and be classified as a “Certified Solar Installer”, contractors must:
  - Employ (directly on Certified Solar Installer’s payroll) and utilize one or more full-time NABCEP-certified solar installers.
  - Employ (directly on Certified Solar Installer’s payroll) and utilize one or more licensed master electricians.
  - Be in good standing with the Better Business Bureau and the Texas Attorney General’s office.
  - Maintain CoServ-defined Level 1 insurance requirements with “Denton County Electric Cooperative, Inc., d/b/a CoServ Electric” shown as certificate holder and additional insured.
  - Attend all mandatory CoServ Certified Solar Installation Program contractor meetings. CoServ Electric (“CoServ”) may suspend from the CoServ Certified Solar Installation Program any CoServ Certified Installer that fails to attend any such mandatory meeting.
  - Disclose to CoServ any pending or final legal judgments from the past three years, including judgments against the contractor entity, its owners, or any related parties.
  - Notify CoServ of any past OSHA citations or open/planned OSHA inspections and demonstrate that any OSHA enforcement actions have been fully resolved and corrected.
  - Disclose to CoServ all names under which the contractor may market or sell solar modules to CoServ Members and disclose to CoServ the name of any other companies that may market or sell solar modules to CoServ Members on the contractor’s behalf.
  - Install solar photovoltaic (“PV”) systems that fully comply with the requirements for CoServ’s Solar Rebate Program, regardless of whether a rebate is granted.
  - Provide and maintain an updated list of any subcontractors that contractor uses to complete solar photovoltaic system installations.
    - If a Certified Solar Installer uses subcontractors to perform any work, then the Certified Solar Installer must properly oversee the subcontractor work and ensure all such work meets the requirements of the CoServ Certified Solar Installation Program.
    - Certified Solar Installer must correct any deficiencies in work performed by its subcontractor(s) and warranty all work performed by its subcontractors in the same manner as work performed by the Certified Solar Installer.
  - Certified Solar Installers may act as a subcontractor for another contractor who is not on CoServ’s approved Certified Solar Installer list in connection with the installation of any solar photovoltaic system that will be connected to CoServ’s electric distribution system; provided, however, that any such solar photovoltaic systems installed will not be considered performed under the CoServ Certified Solar Installation Program and will not be eligible for CoServ’s solar rebate.
  - Not use CoServ’s logo or any of CoServ’s trademarks without the prior written consent of CoServ.
- CoServ, at its sole discretion, may remove contractors from its Certified Solar Installer list if customer complaints are not resolved in a timely manner, if CoServ observes poor quality

installations or work practices, if contractor fails to maintain compliance with these Certified Solar Installer Eligibility Requirements, or if CoServ determines that removal is in the best interest of CoServ and its Members.

- CoServ may review all sales and marketing materials provided by contractors or their agents to CoServ Members. CoServ, at its sole discretion, may remove contractors from the Certified Solar Installer list if CoServ determines that any of the materials are untruthful or misleading, or fail to clearly disclose potential tax or other liabilities that may be placed on Members due to their purchase of the solar system.
- If a Certified Solar Installer needs CoServ to de-energize its facilities in connection with such installer's installation of a solar PV system (including a meter change), then such installer must provide CoServ at least 48-hours' prior written notice of such need. Such notice must be sent to CoServ via email at [solar@coserv.com](mailto:solar@coserv.com), and such notice shall specify the service location and proposed date, outage commencement time and duration of the outage. CoServ shall have the final decision on the timing of any such outage.
- A Certified Solar Installer may be fined, suspended, or removed from the CoServ Certified Solar Installation Program by CoServ if such installer disturbs a CoServ electric meter in any way, including cutting the meter seal. If a Certified Solar Installer finds an electric meter that has been disturbed in any manner, the installer shall notify CoServ immediately and before any work is performed by the installer.
- If a Certified Installer was certified to participate in the program in the previous calendar year but failed to complete at least one certified solar installation during that calendar year, the installer will be removed from the program.

### **Solar Rebate Limitations**

- Solar rebates will be limited to a maximum of:
  - Residential:
    - \$400/kW for the first 4kW DC
    - \$300/kW for the portion above 4kW DC up to 7kW DC
    - \$200/kW for the portion above 7kW DC up to 10kW DC
    - \$0 for any portion above 10 kW DC
    - A maximum of \$3,100 per residential Member
  - Commercial:
    - \$300/kW for installations up to 100 kW DC
    - \$0 for any portion above 100 kW
    - A maximum of \$30,000 per commercial Member
- The maximum rebate amount is cumulative for a specific Member. For instance, if a Member has obtained CoServ solar rebates in prior years, then the dollar amount of prior-year rebates will be counted toward the above maximum limits.
- The amount of the solar rebate per kW may be changed by CoServ at any time in its sole discretion.
- Funds for the CoServ solar rebate program are limited, and rebates will be processed on a first-come, first-served basis. Once funds are depleted in any given calendar year, CoServ solar rebates will no longer be available in that year.

## **Solar Rebate Requirements**

To be eligible to receive a solar rebate from CoServ, the following requirements must be met for all solar photovoltaic (PV) installations:

- The property owner must be a Member of CoServ Electric, and the photovoltaic system must be installed on the Member's property within CoServ Electric's service territory.
- The counterparty to the contract signed by the Member for the purchase and installation of a photovoltaic system must be a Certified Solar Installer.
- The PV system must be (i) installed by a Certified Solar Installer, and (ii) approved by any applicable regulatory authority (i.e., municipality, property owners' association, etc.). The Certified Solar Installer shall provide evidence to CoServ of any required approvals.
- All solar rebate applications are to be submitted by the Certified Solar Installer on the Member's behalf.
- Licensed electricians must obtain all permits, be onsite for all electrical work, and either perform or oversee all electrical work.
- An NABCEP-certified installer must review the Solar PV system layout and design prior to submittal and include his/her certification and signature on each layout and design document.
- Professional-engineer stamped drawings may be required for any PV systems installed on flat roofs, installed out-of-alignment with contour of roof, or ground-mounted systems.
- The PV system must be attached to a permanent, non-mobile structure, and a permanent meter for electric service must be in place.
- The PV system must be installed on an existing structure that is not new construction.
  - No solar rebates will be given to home builders or builders of commercial property.
- Major system equipment, including all PV modules, inverters, and meters, must be listed as qualified equipment on the "gosolarcalifornia" website <http://gosolarcalifornia.com/equipment/index.php>.
- All equipment, including panels, inverters, racks, wiring, and metering, must be new.
- All inverters must be "smart" capable, with digital architecture, directional communications capability.
- The Certified Solar Installer must provide a metering socket to allow CoServ to install a Power Production Meter to measure the output of the solar PV system. CoServ shall provide and install the Power Production Meter at no cost to the Certified Solar Installer or the Member.
  - The Power Production Meter must be capable of measuring the output of the solar PV system only, so no loads other than those necessary to operate the solar PV system can be connected between the solar PV system and the Power Production Meter. Allowed loads would include tracking motors, cooling fans, monitoring, or metering directly associated with the solar PV system.
- The Certified Solar Installer must also install a visible disconnect device so that the inverter can be serviced without de-energizing the Power Production Meter. The visible disconnect device must be located within 10 feet, and within plain sight, of the metering socket for the Power Production Meter.
- PV systems must have a minimum 10-year warranty provided by the Certified Solar Installer for performance and defects in workmanship.
- All PV modules must have a minimum 20-year warranty to protect against undue degradation of electric generation output, and all inverters must have a minimum 5-year warranty.
- Unless otherwise approved in writing by CoServ, all roof penetrations must be flashed to industry standards.
- Fixed disconnects must be provided on both the AC and DC sides of the inverter, and surge protection is required on the DC side.
- Solar modules must have a generally south or southwest orientation, with all solar panels

qualifying for the rebate having an azimuth between 130 degrees and 290 degrees.

- CoServ, at its sole discretion, may deny a solar rebate to all or portions of a solar system based upon excessive shading or poor orientation of the proposed or as-built solar array.
- For residential solar PV systems, no incentives will be paid to systems sized to produce more than 100% of the peak demand for the residence's annual consumption, based upon the Member's maximum 15-minute electrical consumption over previous 12-month period. (If 12 months' history is not available, CoServ will estimate peak demand based upon similar residences.)
- For commercial solar PV systems, no incentives will be paid to systems sized to produce more than 75% of the peak demand for the site's annual consumption, based upon the Member's maximum 15-minute electrical consumption over previous 12-month period. (If 12 months' history is not available, CoServ will estimate peak demand based upon similar facilities.)
- For residential solar PV installations, documentation submitted for pre-approval must include the following disclosure forms provided by CoServ and signed by the Member:
  - A Fair Pricing Disclosure Form that shows (i) a range of pricing for typical residential solar PV installations based upon information provided to CoServ regarding residential solar PV installation during the previous calendar year, and (ii) typical energy production from different size solar PV systems.
  - A Net Metering Policy Disclosure Form that informs the Member that the quoted annual or monthly bill savings may depend, in part, on CoServ's current net metering policy and informs the Member that there is no guarantee that the net metering policy will remain the same throughout the life of the solar system.
  - A Standard System Pricing Form, completed with Member-specific information by the Certified Solar Installer, that indicates how the CoServ rebate and other discounts can be applied to the cost of the solar system for purposes of calculating the federal tax credit.
- CoServ, at its election, may obtain any of the above-described disclosure forms directly from its Members.
- Certified Solar Installer must provide copies of all solar sales materials provided to Members to CoServ for CoServ's information and review.
- Following completion of the solar PV installation, the Certified Solar Installer must provide CoServ with a copy of the Member's final invoice.
- Any contracts between the CoServ Member and the Certified Solar Installer must contain a clause allowing the Member to terminate the contract with no obligation (other than as specified below) if the rebate is not approved for any reason, including the possibility that rebate funds may be depleted and no longer available within a given year.
  - If the rebate is not approved and the Member chooses to terminate the contract, the Certified Solar Installer may bill the Member for actual costs incurred prior to the termination date in association with designing the system, provided such actual costs are no more than \$500.
- Certified Solar Installer must follow the Solar Rebate Pre-Approval and Payment Process described below, and no modifications to the home or commercial property related to the solar PV system may begin prior to project pre-approval by CoServ in writing.
- All solar PV installations must comply with the terms and requirements of the current version of the CoServ Distributed Generation Procedures and Guidelines Manual for Members as then in effect (the "DG Manual," which is available at [CoServ DG Manual](#) and the terms of the DG

Manual will control in the event of any conflict between the DG Manual and these Terms and Conditions.

- CoServ, in its sole discretion, will determine whether any particular solar photovoltaic system is eligible for a CoServ solar rebate.
- A Certified Installer must follow the requirements in the Terms and Conditions whether or not rebate funds are available.

### **Solar Rebate Pre-Approval and Payment Process**

Certified Solar Installers must adhere to the following process in order for the Member to be eligible to receive a solar rebate from CoServ:

- Prior to beginning any construction, Certified Solar Installer must provide CoServ with the following documentation for pre-approval of the solar installation:
  - Completed application from the DG Manual (including \$25 application fee)
  - Engineering Package containing:
    - Cover Page
    - Site map
    - Roof layout
    - Electrical one-line diagram
    - Electrical calculations
    - Mounting detail
    - System labeling requirements
  - Technical specifications of the inverter(s) and panels
  - Member-signed copy of the Fair Pricing Disclosure Form
  - Member-signed copy of the Net Metering Policy Disclosure Form
  - Member-signed copy of the Standard System Pricing Form
  - All sales and contract documentation provided to the Member, including, but not limited to, proposal describing system, costs, performance, financing and warranty information.
- All documentation (including, but not limited to, the Engineering Package, the disclosure and pricing forms, and the rebate application) and communications related to the pre-approval process must be submitted to CoServ via e-mail at [solar@coserv.com](mailto:solar@coserv.com).
- CoServ will review all pre-approval documentation and, at its sole discretion, make a site visit and consult with the Member prior to pre-approval. If all documentation is in order and the planned solar PV installation meets the criteria for a solar rebate, CoServ will pre-approve the planned installation and issue to the Certified Solar Installer a Solar Rebate Pre-Approval Authorization, and CoServ will also reserve rebate funds for the project. CoServ anticipates that, in most cases, its pre-approval review will be completed within 10 working days. Only after receiving the Solar Rebate Pre-Approval Authorization may the Certified Solar Installer begin site work on the solar project. CoServ reserves the right to revoke its pre-approval and deny the solar rebate for any PV systems for which the contractor begins work prior to receiving the Solar Rebate Pre-Approval Authorization.
- Following completion of the solar PV installation, the Certified Solar Installer must provide to CoServ a copy of the Member's final invoice. CoServ will perform a post-installation inspection of the PV system to ensure that program guidelines were followed. CoServ will also install a Distributed Generation meter and the solar Power Production Meter at this time. If CoServ determines that the solar installation has been completed in good order and that it meets the requirements for the Solar Rebate, then CoServ will release the rebate funds to the Member.

- Following project completion, CoServ may send a survey to the Member who has installed solar to assess their satisfaction with the Certified Solar Installer, the installation and interconnection process, and the system itself. CoServ will share results of these surveys with Certified Solar Installer upon request.
- If a PV system is not installed within 120 days of the pre-approval date, the pre-approval becomes invalid, the reservation of the rebate funds for the project will be canceled, and the Certified Solar Installer must reapply and obtain a new Solar Rebate Pre-Approval Authorization.
- No Solar Rebate Pre-Approval Authorization will be issued after October 31, 2019.
- **Notwithstanding anything in these Terms and Conditions to the contrary, and regardless of whether CoServ has issued a Solar Rebate Pre-Approval Authorization, no rebate shall be paid by CoServ for a PV system unless the CoServ Certified Installer has completed the PV system and CoServ has performed its post-installation inspection on or before December 31, 2020.**