

# **SHARED SOLAR PROGRAM LICENSING APPLICATION EXEMPT SUBSCRIBER ORGANIZATIONS**

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1. License Application for Exempt Subscriber Organizations in the Shared Solar Program in the service territory of Dominion Energy Virginia
2. Instructions to the License Application
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Each entity seeking to conduct business as an exempt subscriber organization shall obtain a license from the State Corporation Commission prior to commencing business operations. Each entity applying for a license to conduct business as an exempt subscriber organization shall submit the application to the State Corporation Commission and contemporaneously provide a copy of the information to the investor-owned utility.

An application received for a license to conduct business as a subscriber organization will be reviewed for completeness within 10 calendar days. Any deficient application shall be regarded as incomplete. The applicant will be notified of any application deficiencies that fail to provide all required information. No action shall be taken on an incomplete application until information is provided by the applicant to resolve any noted deficiencies.

If the applicant becomes aware of any material changes to any information within the application, the applicant shall inform the Virginia State Corporation Commission within 10 calendar days.

The Virginia State Corporation Commission shall issue a license to conduct business as a subscriber organization upon finding the applicant satisfies the licensing requirements established in the Rules Governing Shared Solar Program under [\(20 VAC 5-340-110\)](#).

The Shared Solar Program is intended to provide eligible customers of Dominion Energy Virginia the opportunity to participate in shared solar projects. The Shared Solar Program has a minimum low-income subscriber requirement and defined shared solar facility capacity subscription requirements.

The following characteristics of the shared solar facility are required to be licensed as an Exempt Subscriber Organization under the Shared Solar Program.

- A. The solar facility is to be located in the service territory of the incumbent utility Dominion Energy Virginia.
- B. The solar facility is to be interconnected with the incumbent utility's distribution grid.
- C. The solar facility is intended to provide electricity to low-income subscribers who will comprise no less than 30% of the total number of subscribing customers.
- D. The solar facility is to have an alternating current output rating (nameplate capacity) less than 500kw (0.5 megawatts).

Please refer to the Application Selection Guide available on the SCC's website to determine the appropriate shared solar program and license classification for the solar facility. Questions regarding the shared solar program or this application may be directed to [SharedSolarProject@scc.virginia.gov](mailto:SharedSolarProject@scc.virginia.gov) or by calling 804-371-9950.

**SHARED SOLAR PROGRAM  
LICENSING APPLICATION  
EXEMPT SUBSCRIBER ORGANIZATIONS**

1. Legal Name of the Business:

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Trade Name(s):

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2. Principal Office Physical Business Address:

Street Address 1					
Street Address 2					
City		State		Zip Code	
Telephone Number					

Physical Virginia Office Location 1 (if other than Principal Office). Insert "No Virginia Office Location" for Street Address 1 if the applicant does not have an office located in Virginia.

Street Address 1					
Street Address 2					
City		State		Zip Code	
Telephone Number					

Check box and attach a separate sheet with any additional Virginia Office locations, not listed above.

3.  If a foreign corporation, check the box to indicate a copy of the applicant's authorization from the Virginia State Corporation Commission to conduct business in Virginia is attached to this application

**OR**

If a domestic corporation of the Commonwealth of Virginia, check the box to indicate a copy of the certificate of incorporation from the Virginia State Corporation Commission is attached to this application.

4. Applicant's business structure, identifying the state authorizing such structure and date (e.g., if incorporated, the state and date of incorporation; if a limited liability company, the state issuing the certificate of organization and the date of issuance).

Authorized Business Structure			
State Providing Authorization		Date Authorized	

Check the box to indicate a copy of the applicant's business license is attached to this application.

5. Applicant's registered agent in Virginia for service of process.

Name			Title		
Business Address 1					
Business Address 2					
City		State		Zip Code	

6. Applicant's liaison to the Virginia State Corporation Commission.

Name			Title		
Business Address 1					
Business Address 2					
City		State		Zip Code	
Telephone Number		Email			

7. Description of the project to include the physical location and size (in kW AC) of the solar facility, expected in-service date:

Project Name		Project Size (kW)		Project In-Service Date	
Project Address 1					
Project Address 2					
Project City		Project State		Project Zip Code	
Project City of/ County of					

The identity of the solar facility developer and operator, the expected number of subscribers to be served and any other pertinent information, as applicable.

Facility Developer/ Operator		Contract Term		Expected Number of Subscribers	
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Facility Maintenance Agreement: Check box and attach a copy of the Solar Facility Maintenance Agreement.

Revenue Source: Check box and attach a separate page which describes the applicant's source(s) of revenue.

Facility Financing: Check box and attach a separate page which describes any financing obtained by the applicant for the development, ownership, or operation of the solar facility.

Non-profit Certification: Check box and attach a copy of the applicant's certification as a not for profit entity.

8. Name and business address of all principal corporate officers and directors, partners, and limited liability company (LLC) members, as appropriate. Insert "Vacant" for Name if space is unused.

Name		Title			
Business Address 1					
Business Address 2					
City		State		Zip Code	

Name		Title			
Business Address 1					
Business Address 2					
City		State		Zip Code	

Name		Title			
Business Address 1					
Business Address 2					
City		State		Zip Code	

Name		Title			
Business Address 1					
Business Address 2					
City		State		Zip Code	

Check box and attach a separate sheet with Name, Title, and Business Address of additional principal corporate officers and directors, partners, and limited liability company (LLC) members, as appropriate, not listed above.

9. Check box to indicate applicant has attached a copy of their dispute resolution procedure, including the telephone number for the customer service department.

10. Check box to indicate applicant has attached a copy of the applicant's proposed standard customer agreement it plans to use with prospective subscribers.

11. Provide and attach to this application, a copy of the applicant's proposed low-income subscriber plan.

12. Disclosure of any (i) civil, criminal, or regulatory sanctions or penalties imposed or in place within the previous five years against the applicant pursuant to any state or federal consumer protection law or regulation.

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Check box to indicate additional disclosure(s) are included on a separate page attached to this application.

13. A \$100 registration fee payable to the commission.

**AFFIDAVIT**

I, \_\_\_\_\_, an officer with appropriate authority certify that the applicant will indemnify and hold harmless any and all subscribers from and against claim, damage, loss, and expense arising out of the applicant's negligence or misconduct.

Signature		Date	
Name		Title	
Applicant Name			

**ATTESTATION**

I, \_\_\_\_\_, an officer with appropriate authority shall attest that all information supplied on the application for licensure is true and correct and that, if a license is granted, the applicant will abide by all applicable laws of the Commonwealth and regulations of the Virginia State Corporation Commission.

Signature		Date	
Name		Title	

## **APPLICATION INSTRUCTIONS**

All required information is to be provided with the application, internet links or website addresses to information will not be accepted. Applicants must provide clearly legible information in the space provided. If the information exceeds the space provided, the applicant should provide the remaining information on a separate sheet and attach it to the application. Factual information and proactive statements must be used; "none", "n/a", "not applicable", or similar phrases must not be used and may cause the application to be deemed incomplete.

Questions may be directed to [SharedSolarProject@scc.virginia.gov](mailto:SharedSolarProject@scc.virginia.gov) or by calling 804-371-9950.

1. The Legal Name of the applicant and any Trade Name(s) to be used to conduct business in Virginia. If a trade name is not used, insert "No Trade Name" in the space.
2. Applicant's address(es) and telephone number(s).
  - a. Physical address and telephone number of the applicant's principal business office. This is the main telephone number and physical street address where the applicant's primary business office is located.
  - b. Physical address and telephone number of the applicant's office(s) located in Virginia. The application provides space for one Virginia office location, if any. If the applicant has more than one office located in Virginia, check the box and on a separate sheet, list the physical address and telephone number of any additional Virginia office location(s) and attach the sheet to the application form. If the applicant does not have an office located in Virginia, insert "No Virginia Office Location" in the space for Street Address 1.
3. If the applicant is licensed as a foreign (Non-Virginia) company, check the box and attach a copy of the certificate from the Virginia State Corporation Commission which authorizes the applicant to conduct business in Virginia ;  
**OR,**  
If the applicant is licensed as a domestic (Virginia) company, check the box and attach a copy of the certificate of incorporation from the Virginia State Corporation Commission.
4. The applicant's authorized business structure (corporation, limited liability company, limited partnership, etc.), the name of the State which authorized the applicant's business structure, and the date the business structure was authorized. Applicants are encouraged to attach a copy of the business authorization to this application, check the box if a copy is being included with the application.
5. The name, title, and business address of the applicant's registered agent in Virginia.
6. The name, title, business address, telephone number, and email address of the applicant's employee who has been designated as the point of contact for the Virginia State Corporation Commission.



7. Provide a description of the project and identify the dwelling or complex to be served.
  - a. Include a description of the Project (solar facility);
    - i. Project name
    - ii. Project size (nameplate capacity) in kilowatts of alternating current
    - iii. The date the project will be placed into service
    - iv. The physical address of the solar facility including the city or county name.

**AND**

- b. Identity of the Dwelling or Complex where customers subscribing to solar facility reside. Identify the dwelling or complex where the applicant's subscribers reside to include the following;
    - i. Name of the dwelling or complex, if any
    - ii. Maximum number of possible subscribers
    - iii. Expected number of subscribers
    - iv. Physical address of the dwelling or complex
    - v. Name of City or County where the dwelling or complex is located
8. List the name, title, and business address of all principal corporate officers, directors, partners, or limited liability company members. If the applicant has more principal corporate officers, directors, partners, or limited liability company members than the space provided in the application, check the box and on a separate sheet(s) list the name, title, and address of the additional person(s) and attach the list to the application. Insert "Vacant" for Name for any unused parts of the section.
9. List of the State(s) where the applicant and the applicant's affiliate(s) conduct business in a shared solar program, include the relevant business or trade name used in the State, and a brief description of the type of business conducted. Check the box at the bottom of the section to indicate the applicant will attach a separate sheet to the application which lists any additional States, applicable business or trade name, and description of the business conducted. Insert "Open" for Business Name for any unused parts of the section.
10. Check the box to indicate which utility's service territory the solar facility is located within.
11. Check the box and attach a copy of the applicant's dispute resolution procedure to this application. The applicant's dispute resolution procedures should meet the requirements listed in [20VAC5-340-70](#). See the Example Dispute Resolution Procedure provided on the Commission's website.
12. Check the box and attach a copy of the applicant's proposed standard customer agreement it proposes to use with prospective subscribers.

13. Disclosures related to the applicant's fitness to operate as a subscriber organization;

- a. Disclosure(s) of any civil, criminal, or regulatory sanctions or penalties imposed or in place within the previous five years against the applicant, any of its affiliates, or any officer, director, partner, or member of an LLC or any of its affiliates, pursuant to any state or federal consumer protection law or regulation.

Check the box and attach separate sheet(s) for additional disclosure information. If the applicant has nothing to disclose, then a proactive statement should be provided in the space. For example; *"Acme Subscriber Organization, any of its affiliates, officers, directors, partners, or members, have not had any civil, criminal, or regulatory sanctions or penalties imposed or in place within the previous five years"*.

14. A \$100 registration fee made payable to State Corporation Commission. Registration fees are not accepted electronically and must be sent to the State Corporation Commission. A cover letter should be included with the registration fee to indicate the applicant's name and the type of license application.

Via U.S. Mail –  
State Corporation Commission  
Shared Solar Projects – UAF 4th Floor B  
P.O. Box 1197  
Richmond, Virginia 23218-1197

Via FedEx, UPS, or delivery –  
State Corporation Commission  
Shared Solar Projects – UAF 4th Floor B  
1300 East Main Street  
Richmond, Virginia 23219

### **AFFIDAVIT**

The Affidavit requires the penned signature of an officer, director, partner, or limited liability member who is an authorized representative of the person or entity identified as the applicant. By signing the Affidavit, the signor is declaring that the applicant will indemnify and hold harmless any and all customer subscribers from and against any claim, damage, loss, and expense which may arise from the negligence or misconduct of the applicant identified in this application.

### **ATTESTATION**

The Attestation requires the penned signature of an officer, director, partner, or limited liability member who is an authorized representative of the person or entity identified as the applicant. By signing the Attestation, the signor is declaring that the information provided in the application is true and correct. Further, a signed attestation is a declaration that, if licensed, the applicant will abide by all applicable laws of the Commonwealth of Virginia and the rules and regulations of the Virginia State Corporation Commission.

## **INSTRUCTIONS FOR SUBMITTING THE LICENSE APPLICATION**

The licensing of an exempt subscriber organization is an administrative process regulated by the State Corporation Commission and is not conducted through a formal proceeding. The rules require the applicant to submit the license application to the State Corporation Commission and contemporaneously provide a copy of the information to the utility.

### **Preparing the License Application before submission**

Review the application form to be sure all the information has been provided, both the affidavit and attestation have been properly filled in and signed, and all accompanying documents are placed at the end of the form. Create a cover letter that includes the return address, telephone number, and email address of the applicant. The cover letter should include the date and a reference statement that reads "Application of [business name] for a License as an Exempt Subscriber Organization in the Shared Solar Program".

### **Confidential Treatment of Information**

If the applicant considers any of the information in the application to be confidential, the applicant may elect to withhold the confidential information from a copy it sends to the utility. To receive confidential treatment, the applicant must identify the information in the original application that is to be withheld and clearly mark it as confidential. The applicant must make a copy of the original application (confidential version) and redact the confidential information, this will create a public version of the application to be provided to the utility..

If the applicant is submitting a confidential version of the application, to the cover letter must include "(Confidential Version)" at the end of the reference statement. A separate "(Public Version)" of the cover letter will be required for the copy of the application sent to the utility.

The applicant is required to submit the confidential version to the State Corporation Commission. All members of the Commission Staff shall maintain the information in strict confidence and shall not disclose its contents to the public, other Commission Staff not assigned, or the utility, unless otherwise ordered by the State Corporation Commission.

### **How to Submit the License Application**

The preferred method of submitting an exempt subscriber organization license application to the State Corporation Commission is electronically, via email. In the event the application cannot be submitted electronically, paper versions may be sent to the State Corporation Commission and the utility. Registration fees, made payable to State Corporation Commission, must be mailed or delivered to Shared Solar Projects in the Division of Utility Accounting and Finance at the State Corporation Commission.

The applicant should scan the cover letter, application form, and all accompanying documents to a pdf file (include the business name in the pdf file name). Separate pdf files for confidential and public versions of the application should be created and the pdf files named accordingly.

Address an email to [SharedSolarProject@scc.virginia.gov](mailto:SharedSolarProject@scc.virginia.gov) and the appropriate utility's email address, email addresses are provided below. The subject line of the email should be "License Application of [insert business name]". Attach the pdf file to the email and send it. Confidential applications should only be sent to [SharedSolarProject@scc.virginia.gov](mailto:SharedSolarProject@scc.virginia.gov) . To demonstrate that the public version has been sent to the utility, copy [SharedSolarProject@scc.virginia.gov](mailto:SharedSolarProject@scc.virginia.gov) on the email to the utility.

In the event an application cannot be submitted via email, a hard copy of the application may be submitted in the following ways:

State Corporation Commission

Via U.S. Mail –

State Corporation Commission

Shared Solar Projects – UAF 4th Floor B

P.O. Box 1197

Richmond, Virginia 23218-1197

Via FedEx, UPS, or delivery –

State Corporation Commission

Shared Solar Projects – UAF 4th Floor B

1300 East Main Street

Richmond, Virginia 23219

Dominion Energy Virginia

[sharesolar@dominionenergy.com](mailto:sharesolar@dominionenergy.com)

Director - Regulation Dominion Energy Virginia

Multi-Family Shared Solar/Shared Solar Program

120 Tredegar Street

Riverside Building 3rd Floor

Richmond, VA 23219

Old Dominion Power Company

[VA\\_MULTIFAM\\_SS@lge-ku.com](mailto:VA_MULTIFAM_SS@lge-ku.com)

Emerging Business Delivery

LG&E and KU Energy LLC

220 West Main Street

Louisville, KY 40202

## **LICENSE APPLICATION PROCESS**

Once an application has been received by the State Corporation Commission, Commission Staff will review and evaluate the application, applicant, solar facility, and other information for eligibility and compliance with the program requirements. Typically, the review and evaluation period will take approximately 60 days. The general steps in the process are outlined below:

1. Application is submitted.
2. Within 10 calendar days, Staff reviews the application for completeness and evaluates the applicant's eligibility as an exempt subscriber organization.
  - a. If an application is deemed to be complete, Staff will email a Memorandum of Completeness to the applicant and utility. If not, Staff will email a Memorandum of Incompleteness to the applicant and provide further instructions.
  - b. If the applicant is eligible for exempt subscriber organization license status, Staff will email a Statement of Exempt Status to the applicant and utility.
3. Staff investigates and evaluates the information in the application for financial fitness, technical fitness, dispute resolution procedure, standard customer agreement, characteristics and attributes of the solar facility, and other relevant facts for conformity to the Rules Governing Multi-Family Shared Solar Program under [20 VAC 5-340-100](#). During this time, Staff may ask the applicant for supplemental information or documents in order to complete the investigation and evaluation.
4. A Certificate of Licensure is granted.