

# Standard Consumer Disclosure Form

## Virginia Multi-Family Shared Solar Program

SUBSCRIBER ORGANIZATION INFORMATION	
Company:	
Address:	
Phone:	
Email:	

ENROLLMENT AGENT (if applicable)	
Company:	

MULTI-FAMILY SHARED SOLAR PROGRAM DESCRIPTION
<p>Virginia’s Multi-Family Shared Solar Program allows a licensed Subscriber Organization to register one or more solar photovoltaic projects up to 5,000 kilowatts in size that are located on or adjacent to the premises of a multi-family utility customer with Dominion Energy or Kentucky Utility d/b/a as Old Dominion Power (“ODP”). The electricity produced by the solar system(s) will be sent directly to Dominion Energy or ODP, as applicable, which will in turn apply bill credits to the electricity bills of individual customers (“subscribers”) identified by the Subscriber Organization. The Subscription Contract Summary table below provides additional details associated with billing and crediting. Subscriber Organizations are not utilities, and at no time will a “subscription contract” interrupt a subscribing customer’s ongoing electricity service, as provided by Dominion Energy or ODP, as applicable.</p> <p>A subscribing customer may remain subscribed to the program even if the subscriber moves to another multi-family location within the utility’s territory, and may transfer the subscription to a new customer so long as the new subscriber meets applicable requirements established by the utility and Subscriber Organization. Note that a customer may only participate in one shared solar program (either shared solar or multi-family solar), and a customer may not also participate in net metering. All customer inquiries associated with this contract should be first directed toward the Subscriber Organization, using the contact information provided above, and each Subscriber Organization is also required to provide to customers a dispute resolution procedure upon request.</p>

SUBSCRIPTION CONTRACT SUMMARY
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***This summary does not include all relevant terms of the subscription contract. Prospective subscribers should review the full terms and conditions of the subscription contract.***

<b>Customer Name</b>	
<b>Business Name (if applicable)</b>	
<b>Effective Date of Agreement</b>	[Date] or [This Agreement is effective once signed by both parties]
<b>Term</b>	[Description of term in months or years]  [Description of renewal or extension terms, if applicable]
<b>Early Termination or Cancellation Fees and Terms</b>	[Description and amount of early termination or cancellation fees, if applicable]  Note that customers have the right to cancel a subscription until midnight of the 3rd business day after the day on which the customer signed the subscription agreement.
<b>[Estimated date bill credits (and subscription costs, if applicable) will appear on your utility bill]</b>  <b>OR</b> <b>[Estimated date project will begin producing credits]</b>	[Month/Year]  [Additional explanation or description of timing if estimated month/year is unknown]
<b>Billing Mechanism</b> <b>(Select one response; fill-in and edit as appropriate)</b>	[Separate billing - The subscribing customer will receive two bills - one from the Subscriber Organization and the other from the utility. [enter Subscriber Organization name] will directly bill the subscribing customer for all subscription-related fees. Note that these fees do not include any administrative fees (see a description of Program-Related Fees below) or the subscription credit (also described below) which will be applied to the customer’s utility electricity bill.]  OR  [Consolidated billing (net crediting) - The subscribing customer will receive one bill from the utility which includes both your standard electricity bill as well as your Shared Solar subscription bill from the Subscriber Organization. [enter Subscriber Organization name] will apply all subscription-related fees directly to the utility electricity bill of the subscribing customer. As part of the customer’s participation in the Multi-Family Shared Solar program, the

	electricity bill will include not only subscription-related fees, but also administrative fees and net crediting fee (see a description of Program-Related Fees below), and the subscription credit (also described below).]
<b>Subscription Type<sup>1</sup></b> <b>(Select one from right column)</b>	[Fixed kilowatt-hours per year - XX kWh/year] [Fixed kilowatt size – XX kW]  [XX% of project nameplate capacity and statement regarding total nameplate capacity of project]  [Fixed percentage of subscriber usage – XXX% of historical annual baseline usage]  [Variable percentage of subscriber usage – up to X% of historical annual baseline usage or from X% to Y% of historical annual baseline usage]  [Other (describe)]
<b>Subscription Price and Escalator, if applicable</b>	[Description of pricing based on subscription type]  [X% per year or other applicable period]
<b>Annual or Monthly Fees</b>	[Description and amount of annual or monthly fee, if applicable]
<b>Other Subscription Fees</b>	[Description of any other applicable subscription fees not identified above. This section should also include a statement about whether such fees are refundable.]
<b>Environmental Attributes<sup>2</sup></b>	[Description of how environmental attributes – including, but not limited to renewable energy certificates – will be owned or utilized for the shared solar project]
<b>Other Important Subscription Terms</b>	[Description of other important terms]
<b>UTILITY PROGRAM CHARGES</b>	
<b>Administrative Fees<sup>3</sup></b>	[Estimated or actual monthly administrative fees. Include a brief description of how this is calculated and whether it could change over time. Also describe whether it includes a net crediting fee****, if applicable]
<b>Net Crediting Fee<sup>4</sup></b> <b>(Not applicable for Subscriber Organizations using Separate Billing)</b>	[If applicable, enter actual or anticipated net crediting fee]
<b>BILL CREDIT AND EXAMPLE BENEFITS CALCULATION</b>	

<b>Applicable Bill Credit Rate</b> <b>(applied to the utility electricity bill)</b>	[Estimated or actual bill credit rate prior to any subscription or program fees. If the rate is unavailable for not fixed, provide the first year actual/estimated value, and the basic calculation methodology]
<b>Example Benefits Calculation</b>	[Provide an example benefits calculation, such as: "For a customer who receives XXXX kWh of generation, this would provide an estimated \$XX in reduced utility bills, and subscription fees of \$XX and program fees of \$XX, resulting in \$XX of net savings." Note that this example may differ based on the subscription type and associated value proposition offered by the respective Subscriber Organization]

**Endnotes**

<sup>1</sup> **Subscription Type.** Note that shared solar subscribers do not directly purchase solar electricity. Instead, subscriptions result in participants purchasing credits which are applied against the customer’s electricity bill.

<sup>2</sup> **Environmental Attributes.** All environmental attributes associated with a shared solar facility, including renewable energy certificates (RECs), shall be considered property of the Subscriber Organization. At the Subscriber Organization’s discretion, such environmental attributes may be distributed to the subscribers, sold to load-serving entities with compliance obligations or other buyers, accumulated, or retired. Only the entity that owns these attributes will be able to make claims to those renewable energy and environmental attributes.

<sup>3</sup> **Administrative Fee.** Virginia’s Multi-Family Shared Solar Program regulations require subscribers to pay an administrative fee (approved by the State Corporation Commission) which includes costs of utility infrastructure and services used to provide electric service and administrative costs of the Shared Solar Program. Note that for Subscriber Organizations choosing net crediting, the utility may charge a “net crediting fee” not to exceed 1.0% of the bill credit value in addition to the standard administrative fee.

<sup>4</sup> **Net Crediting Fee.** For Subscriber Organizations choosing net crediting, the utility may charge a “net crediting fee” not to exceed 1.0% of the bill credit value.

**Virginia Shared Solar Program Consumer Disclosure Form: Instructions to Subscriber Organizations**

1. The color, font type, and size of the font used to complete the Disclosure form may be modified so long as the font is no smaller than 10 point.
2. Remove brackets and associated descriptions as appropriate to avoid customer confusion.
3. Content in the left column must be presented in the order provided in the approved Disclosure form (customer name, effective date, term, estimated date for bill credits, subscription type, subscription price and escalator, annual or monthly fees, early termination or other cancellation fees, other fees, and other important terms).
4. The customer's name must be typed or legibly printed.
5. The list of subscription types is non-exhaustive. If "other" is used it must be fully described.
6. Any early termination or cancellation fees MUST be separately disclosed and may not be included in the annual or monthly fees or "other fees" section of the Disclosure.
7. Description of "Other Fees" should include a list and description of any applicable fee other than the subscription price and early termination/cancellation fees, including but not limited to: security deposit, application fee, subscription reduction fee, and subscription transfer fee. This section should also include a statement about whether such fees are refundable or non-refundable.