# MassACA.org Quick Start Guidance

This document provides Project Representatives and Host Customer Entities with quick start guidance for the System of Assurance at www.MassACA.org. This resource is not intended to provide comprehensive guidance on submitting an Application for Cap Allocation. Comprehensive guidance may be found in the Help section at www.massaca.org/help.asp.

## User Registration: Project Representatives

Project Representative accounts enable developers, consultants, contractors, and other parties to be associated with, edit and maintain multiple Applications for Cap Allocation filed by various Host Customer Entities.

**Step 1.** Go to www.MassACA.org and navigate to ***Sign-In*** in the top right-hand corner of the page and select ***Create an Account***.
**Step 2.** Select account type: ***Project Representative***.
**Step 3.** Complete the User Account Information fields and click ***Submit***.
**Step 4.** The account will be reviewed by the Administrator. When approved an email will be sent to the registered email address, containing an activation link.
**Step 5.** Click the activation link to set a ***password*** for the activated account.

## User Registration: Host Customers Entities

Applications for Cap Allocation must be initiated and submitted by a Host Customer Administrator. Additional members from the Host Customer Entity may register as Administrators or Assistants, from the ***Account Management*** section of MassACA.org.

**Step 1.** Go to www.MassACA.org and navigate to ***Sign-In*** in the top right-hand corner of the page and select ***Create an Account***.
**Step 2.** Select account type: ***Host Customer***.
**Step 3.** Complete the User Account Information fields and click ***Submit***.
**Step 4.** The account will be reviewed by the Administrator. When approved an email will be sent to the registered email address, containing an activation link.
**Step 5.** Click the activation link to set a password for the activated account.

## Application for Cap Allocation: Quick Start Guidance for Host Customer Administrators

Applications must be started by a Host Customer Administrator. Project Representatives may then complete a draft application on behalf of the Host Customer. However, the Host Customer must approve and submit the final application.

**Step 1.** Click the ***Start New ACA*** button from the user home page (Applications for Cap Allocation (ACA)). It should appear near the top left, above the My Host Customer ACAs table.
**Step 2.** Complete the following facility Information and Click ***Create an ACA***.
1) ***Facility Name***: the name of the proposed net metering facility.
2) ***Facility Address, City, State, Zip***: the location of the proposed net metering facility.
3) ***Net Metering Facility Owner***: the owner of the proposed facility equipment.
4) ***Facility Owner Contact, Email and Phone***: the contact information of the owner of the proposed facility.
5) ***Net Metering Facility Type***: if the facility is public or private.
6) ***Utility Company and Account #***: the interconnecting utility and service account Net Metering Credits will be allocated to.[1]
*7)* Click ***Create an ACA.***

**Step 3.** To add a ***Project Representative*** to an ACA, select ***Representatives*** from the navigation bar on the left-hand side of the page (it will appear under Facility Information, highlighted in blue).
**Step 4.** Click ***Add New Representative***. If the button is greyed out, select ***Edit*** Application first, and then click ***Add New Representative***.
**Step 5.** In the ***New Representative*** window, type the ***email*** of the Representative to be added and click ***Check if Account Exists***.
**Step 6.** If the account is found, click ***Save*** and the user will be added to the ACA as a Representative. If the account is not found, click ***Save*** to send an email to the proposed representative which will prompt them to create a user account at MassACA.org.

### Submitting an Application for Cap Allocation

Once the ACA is filled out, the Host Customer Administrator should submit the ACA to the Administrator for review by logging into the System of Assurance, reviewing the final Application, selecting ***Edit***, and then selecting ***Submit***. For additional guidance see the complete ***MassACA.org User Guidance*** available at http://www.massaca.org/pdf/UserHelp.pdf.

[1] A utility account number is only required if there is an existing service meter at the site.

# Submitting a Successful Application for Cap Allocation

The guidance below is intended to provide essential information needed for a successful Application for Cap Allocation. It also notes frequent questions and requirements that must be met to maintain a Cap Allocation.

## Applications for Cap Allocations are required for the following facilities:

All non-exempt renewable energy generating facilities anticipating receiving net metering services from an investor-owned utility in Massachusetts **must** file a complete Application for Cap Allocation at MassACA to reserve a Cap Allocation for net metering services. Facilities exempt from the System of Assurance include:

1) Facilities with a Nameplate Rating of 25 kW-AC or less.
2) Facilities with a Nameplate Rating of greater than 25 kW-AC and have an executed Interconnection Service Agreement (ISA) dated on or after January 1, 2021, provided that it is an eligible Renewable Energy Generating Facility pursuant to M.G.L. c. 164, § 138 and serves On-site Load, and provided further that it is not a Net Metering Facility of a Municipality or Other Governmental Entity.

## What is needed to submit an Application for Cap Allocation?

**Item 1. An Executed Interconnection Services Agreement (ISA)**[2]

- Executed means a current and active ISA, counter-signed by the applicant and the distribution company representative. As of January 1, 2013 the System of Assurance of Net Metering Eligibility accepts Early Interconnection Service Agreements.[3]

**Item 2. Executed Documentation of Site Control**.

- Examples of documentation include executed lease agreement or signed option. If the Host Customer Entity owns the location where the facility will be installed, no additional documentation is needed at the time of submission.

**Item 3. All necessary, executed governmental non-ministerial permits and approvals** required to construct the facility.

- Non-ministerial permits and approvals often require some level of discretion by the grantor, such as a vote, a finding from a board, or peer review. Examples of permits **not** required include local Building, Electrical Permits.
- Application Fee of $150. Paying the Application Fee does **not** qualify as submitting the ACA.

**TIP** Use the ***Validation*** button to identify fields in the ACA that are incomplete, or inconsistent with requirements of the System of Assurance. The Validation feature is **NOT** a determination from the Administrator.

## Common Issues

- Facility Capacity kW AC requested in the ACA must be consistent with the Capacity kW AC approved in the Executed ISA.
- ***Does each Unit of this Facility have a capacity of 2,000 kW (AC) or less?*** Public projects greater than 2,000 kW AC must certify that each unit is less than 2,000 kW by checking the box.[4]
- Mounting Type – if your facility contains both roof top and ground components indicate ***Other***.
- Uploading documents to the System of Assurance: Documents can be uploaded on the ***ISA/Site Control***, ***Permits and Approvals***, and ***ACA Documents*** pages. Documents must be in .PDF format and no larger than 10 MB.
- When to submit? ***After an executed ISA; all non-ministerial permits and approvals, and site control have been secured and are available to submit as part of the Application for Cap for the facility.***
- When an ACA is ready for submission, select the ***Edit Application*** button to make the ***Submit Application*** button available, and then select the ***Submit Application*** button.

## What if there are special circumstances could impact applying for a Cap Allocation?

Providing additional letters or documents to the Administrator may help reduce review time and the need for clarification. Additional documents may be uploaded on the ***ACA Documents*** page. This page allows you to upload as many documents as is required for a complete ACA. Documents must be in .PDF format and no larger than 10 MB. Larger files may be split and uploaded separately.

- All documents uploaded to an ACA will appear in the table on the ***ACA Documents*** page.
- Use the "Document description" field to provide an explanation of the document.

# Maintaining a Cap Allocation: Reservation Period Requirements and Quarterly Reporting

When an ACA is determined to be ***complete***, applicants have 15 business days to pay the ***Reservation Fee.*** The fee is calculated on a $/kW-AC basis pursuant to D.P.U. 23-20-C, Att. C § 5(E). Reservation Fees can be submitted online via the ***Fees*** page. For instructions on how to pay by check or wire transfer, contact the Administrator@MassACA.org, (877) 357-9030).

Applicants must submit ***Quarterly Report(s)*** updating a facility's status at MassACA.org.

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[2] See ISA Requirements Guidance at http://www.massaca.org/help.asp for full guidance on necessary ISA documents to be submitted.

[3] D.P.U. 11-75-E at 32, Footnote 29.

[4] D.P.U. 11-11-C: Order on Definitions of Unit and Facility.

- At least one ***Quarterly Report*** must be submitted per calendar quarter (March 31, June 30, September 30, and December 31) until the end of the quarter in which: 1) the facility receives Authorization to Interconnect from the utility; or 2) a Host Customer no longer has a Cap Allocation or position on the Waiting List.
- Applicants must notify the Administrator when the facility has received ***Authorization to Interconnect*** from the utility. Documentation of ***Authorization to Interconnect*** must be submitted via a ***Quarterly Report***.
- Failure to file a Quarterly Report to the Administrator is grounds for loss of Cap Allocation or position on the Waiting List.

For additional guidance see the complete ***MassACA.org User Guidance*** available at http://www.massaca.org/pdf/UserHelp.pdf.