MassACA.org User Help

Table of Contents:

About this Guidance 2
Additional User Guidance and Assistance Available 2

User Sign-In and Enrollment **3**
Sign-In 3
Create an Account 3
User Types and Roles 3
Forgot Password? 5

User Types, Roles and Account Management **6**
User Types and Roles 6
Host Customer Entity 6
Host Customer Assistants 6
Representative 6
Updating Existing User Information 6
Account Management 7
Adding a New User to an Existing Host Customer Entity Group Account 7

Application for Cap Allocation (ACAs) **9**
Start New Application for Cap Allocation 9
Facility Information 10
Add Representatives to an ACA 11
Add New Representative Window 11
Public Requirements 12
Special Public Facilities 13
Technology 13
Technology Requirements: Agricultural Facility 15
Technology Requirements: Anaerobic Digestion Facility 16
Energy Storage 17
Interconnection Service Agreement and Site Control 18
Permits and Approvals 19
ACA Document(s) 21
Upload Document Window 22
Document Requirements 22
Application and Reservation Fees 23
ACA Submission 23

Reservation Period and Waiting List Requirements **25**
Reservation Period 25
Reservation Period: Special Public Facilities 25
Quarterly Reporting 25
Extended Reservation Period 27
Extended Reservation Period for a Fee 27
Extended Reservation Period for Legal Challenges 27
Extended Reservation Period Pending Authorization to Interconnect 27
Waiting List 28
Loss of Cap Allocation or Position on the Waiting List 29
Dispute Resolution 30
Informal Resolution 30
Arbitration 30

About this Guidance

The **MassACA.org User Help** provides guidance for users and prospective users of the System of Assurance of Net Metering Eligibility (MassACA.org) specific to account management, drafting and submitting an Application for Cap Allocation, and managing existing Cap Allocations through the reservation period, including quarterly reporting requirements, extension requests, and dispute filings.

Tables used throughout this guidance give specific instruction on how to complete common tasks at MassACA.org. In the below table, field/actions keys are defined.

Field/Action	Description
	Action buttons are buttons which must be clicked to initiate an action, such as opening a window to upload documents, or navigating to a new screen.
☑ **Check box**	Check boxes are used throughout the application. • If a box is checked, the response is in the affirmative, • If a check box is unchecked, the response is in the negative.
■ **Radial Button**	Radial buttons are used throughout the application. They indicate one selection is made from a variety of choices (i.e. Yes/No, or Technology Type).
Hyper Link	There are hyperlinks within the system, notably to create an account at MassACA.org, or navigate to the tool to reset forgotten passwords.
Field Entry	Most fields rely on standard text or numerical entry. Validation exists behind most of these fields to ensure they conform to anticipated values (i.e. numbers, or text, and length).
	In a few locations we request that users enter in a randomly generated security code.
🖂 **Dropdown List**	Dropdown Lists are used throughout the application. They indicate one selection is made from a variety of choices.
🗑 **Delete Value**	Trashcans are used throughout the site to signify documents which the user has the option to delete. If the option is available, the trashcan will appear in black.

Additional guidance is available at http:// massaca.org/help.asp. General questions about MassACA.org should be directed to the System of Assurance of Net Metering Eligibility to Help@MassACA.org. Questions regarding specific Applications for Cap Allocation should be sent to the Administrator@MassACA.org. The MassACA.org Helpline is staffed on weekdays during business hours (877) 357-9030.

This guidance was updated on May 15, 2013 to address additions and revisions to the System of Assurance of Net Metering Eligibility, and will be updated as necessary to inform stakeholders of updates to the System of Assurance and address common questions.

Additional User Guidance and Assistance Available

Please contact the Administrator of the System of Assurance of Net Metering Eligibility with any remaining questions at help@MassACA.org. The Administrator can also be reached via the MassACA.org Helpline at (877) 357-9030.

User Sign-In and Enrollment

Sign-In

https://app.massaca.org/aca/Account/Login

Users can log onto the System of Assurance (MassACA.org) using a registered email and password. To register a new user, see ***Create an Account*** for instructions. If a user forgets their password, they may use ***Forgot Password?*** to obtain instructions on how to reset their password.

Field/Action	Description
Email	The email address registered to the System of Assurance to the User.
Password	The password associated with the registered email.
Create an Account	Unregistered visitors to MassACA.org may ***Create an Account***. The link directs the visitor to the ***Create an Account***, where they may register with the System of Assurance. The accounts of newly registered users must be reviewed and approved by the Administrator before users can access the System of Assurance.
Forgot Password?	Registered users who have forgotten their password may request instructions on how to reset their passwords.
Sign In	After entering a registered email address and password, users click the "Sign In" button to proceed.

`Table of Contents

Create an Account

https://app.massaca.org/aca/Account/Register

Two user types may register directly with the System of Assurance from the ***Create an Account*** screen. Accounts of newly registered users will be reviewed by the Administrator before they can access the System of Assurance.

User Types and Roles

- ***Host Customer Administrator*** is the lead role for a specific ***Host Customer Entity***.
- ***Representative*** are individuals *not associated with a specific HC Entity* (e.g., renewable energy project developer, contractors, or consultants) when registered with the System of Assurance. Representatives may edit and revise ACAs they are linked to, but may not submit ACAs to the Administrator for review.

Municipalities and Other Governmental Entities Only: On registering a Host Customer Entity, a Public Entity identification (ID) number must be provided. This ID number can be obtained through the Massachusetts Department of Public Utilities (click here to access the application form and instructions).

Field	Description
Account Type: ■ ***Host Customer, or*** ■ ***Representative***	A ***Host Customer Administrator*** is in a lead role for a specific Host Customer Entity (HC Entity). This person is authorized to start and revise ACAs, manage user accounts, and submit ACAs for review. HC Administrators (e.g., Town Manager of the Town of ABC) are individuals who are legally authorized to submit an ACA on behalf the HC Entity (e.g., the Town of ABC). A ***Representative*** is an individual not associated with any HC Entity or project when registered with the System of Assurance. This person can be invited to join existing ACAs by HC Administrators. Representatives (e.g., renewable energy project developer) are able to revise the ACAs they are associated with, but cannot submit ACAs for review.
Host Customer Entity *(Host Customer registration only)*	A ***Host Customer Administrator*** provides the name of the HC Entity when registering with the System of Assurance. *For Public Entities:* the HC Entity name provided should match the name provided when applying for a Massachusetts Department of Public Utilities (DPU) *Public Entity ID*.
Facility Type: ■ ***Public*, or** ■ ***Private*** *(Host Customer registration only)*	Indicates if the Entity is a Public or Private Facility. This language will be updated in the near future to read *Entity Type*.
DPU Public Entity ID *(Host Customer registration only)*	*Public Entities Only*: If registering an HC Entity that is a Municipality or Other Governmental Entity, a Public Entity ID number must be provided. This ID number can be obtained through the Massachusetts Department of Public Utilities ().
Mailing Address *(Host Customer registration only)*	The street address of the HC Entity. For example, where the HC Entity is a municipality this might be the address of town hall.
City *(Host Customer registration only)*	The city where the HC Entity being registered is located.
State *(Host Customer registration only)*	The state where the HC Entity being registered is located.
ZIP *(Host Customer registration only)*	The ZIP code where the HC Entity being registered is located.
Phone *(Host Customer registration only)*	A current phone number for contacting the HC Entity.
Contact First Name	First name of user (HC Administrator or Representative) registering with the System of Assurance.
Contact Last Name	Last name of user (HC Administrator or Representative) registering with the System of Assurance.
Email	The current email address of user (HC Administrator or Representative) registering with the System of Assurance. This email address will be used to log in to the System of Assurance and communicate with the Administrator. HC Administrators require unique email addresses to be affiliated with more than one HC Entity in the System of Assurance. Representatives, however, do not need a unique email address to be affiliated with more than one HC Entity.
Organization	The user's (HC Administrator or Representative) organization. For HC Administrators, this is the HC Entity.
Address	The user's address.
City	The user's city.
State	The user's state.

Field	Description
ZIP	The user's zip code.
Phone	A current phone number for contacting the user.
	This is a security measure. Users are to enter the randomly generated letters and numbers that appear in the box.
	The accounts of newly registered users must be reviewed and approved by the Administrator before users can access the System of Assurance.

Table of Contents

Forgot Password?

https://app.massaca.org/aca/Account/PasswordForget

If a user has lost or forgotten their password, they may enter their registered email address to have instructions on resetting their password emailed to them. On requesting instructions to reset a password, users will see the following notification at the top of the screen, *Password Reset Notification Sent to Your@Email.com*.

Field/Action	Description
Email	The email address registered with the System of Assurance.
	Users will receive an email from noreply@MassACA.org with instructions on how to reset their passwords.

Table of Contents

User Types, Roles and Account Management

User Types and Roles

Host Customer Entity

A business, municipality, organization, or other Customer that will host a proposed Net Metering Facility on the Customer's side of the meter. Host Customer Administrators may add additional users within their organization to their group account as HC Administrators and Assistants, providing access all ACAs entered into the System of Assurance on behalf of the HC Entity.

Host Customer Administrator

The lead role for a specific ***Host Customer Entity***. Users enrolled as Host Customer Administrators may start and revise Applications for Cap Allocations (ACAs), manage user accounts, and submit ACAs for review. *Host Customer Administrators (e.g., Town Managers, CEOs) should be limited to individuals authorized to enter into a contract on behalf the Host Customer Entity.* Host Customer Administrators may add additional users within their organization to their group account as HC Administrators and Assistants, providing access all ACAs entered into the System of Assurance on behalf of the HC Entity.

Host Customer Assistants

A support role associated with a specific ***Host Customer Entity***, an HC Assistant may access all ACAs added under a specific Host Customer Entity. Users enrolled as a Host Customer Assistant may revise and edit ACAs for the Host Customer Entity.

Representative

Individuals *not associated with a single Host Customer Entity* when registered with the System of Assurance. These users may be invited to join existing ACAs by HC Administrators and Assistants. Representatives (e.g., renewable energy project developer, contractors, or consultants) may edit and revise ACAs they are added to, but may not submit ACAs to the Administrator for review. Instructions on how to add Representatives to an existing ACA can be found under ***Add Representatives to an ACA***.

Table of Contents

Updating Existing User Information

Existing users may update their account details by clicking the *My Account* link and selecting *Edit*. As necessary, users may update the information listed below.

Field/Action	Description
Email	The current email address for the user. The user will use this email address to log in to the System of Assurance in the future. If a revised email is already registered with the System of Assurance, an error message will be generated and the changes will not be saved.
Organization	The organization the user is associated with.
First Name	The first name of the user.
Last Name	The last name of the user.
Address	The mailing address of the user's organization
City	The city where the user is located
State	The state where the user is located
Zip	The Zip code of the city the user is located in

Field/Action	Description
Phone	A current phone number where the user can be reached
Save	The changes will be made immediately.

Table of Contents

Account Management

HC Administrators may manage existing user's roles and add additional HC Administrators and Assistants via the Account Management Screen (https://app.massaca.org/aca/Home/AccountManagement).

Fields/Actions	Description
Name	The user(s) affiliated with the HC Entity.
Email	The registered email(s) of user(s) affiliated with the HC Entity.
Account Type	The account type of user(s) affiliated with HC Entity.
Host Customer	The HC Entity that the user(s) are affiliated with.
Status	The status of a user's account.
Add New User	When adding new users to the HC Entity, consider the amount of support needed to complete and submit ACAs and the desired level of access for invited users. HC Administrators are authorized to start and revise ACAs, manage users, and submit ACAs. HC Administrator can view confidential documents associated with the HC Entity. HC Assistants are able to review and revise existing ACAs. They are not able to start or submit ACAs, manage users, or view confidential documents (except those documents that they uploaded).

Table of Contents

Adding a New User to an Existing Host Customer Entity Group Account

To add additional HC Administrators or Assistants to an existing HC Entity, an HC Administrator can navigate to the Account Management Screen, and click *Add New User*.

If the invitee's email address is not registered with the System of Assurance, the HC Administrator will be asked to enter the invitee's role (***Host Customer Administrator*** or ***Host Customer Assistants***), first name, and last name. An account will be generated at MassACA.org and an automated email will be sent to the invitee to complete their registration at MassACA.org.

If the invitee's email address is already registered with the System of Assurance (i.e., the individual is already associated with another ***Host Customer Entity***, or is a ***Representatives***), the invitee's contact information will automatically populate, but the HC Administrator will be unable to add them to HC Entity group account. To be affiliated with more than one HC Entity, users will need unique email addresses. (Representatives do not require unique email addresses to assist with multiple ACAs).

Field/Action	Description
Role: ☒ **HC Administrator, or** ☒ **HC Assistant**	HC Administrator can start ACAs, manage users, and submit ACAs. HC Administrators (e.g., Town Manager of the Town of ABC) are individuals who are legally authorized to submit an ACA on behalf the HC Entity (e.g., the Town of ABC). HC Assistants can review and revise existing ACAs. HC Assistants (e.g., Town of ABC Department of Public Works staff) are individuals in a supporting role for the HC Entity (e.g., the Town of ABC).

Field/Action	Description
Host Customer: **☒ Default HC Entity**	The Host Customer the user will be affiliated with defaults to the current ***Host Customer Entity***.
Email	A current email address for the invited user. The invited user will use this email address to log in to the System of Assurance. This field will automatically populate if invited user is already registered with the System of Assurance and affiliated with another ***Host Customer Entity*** using the same email address.
Organization	The name of the ***Host Customer Entity*** the user is associated with. This field will automatically populate if the invited user is already registered with the System of Assurance. To be affiliated with more than one HC Entity, users will need unique email addresses.
First Name	The first name of the invited user. This field will automatically populate if invited user is already registered with the System of Assurance and affiliated with another HC Entity using the same email address.
Last Name	The last name of the invited user. This field will automatically populate if invited user is already registered with the System of Assurance and affiliated with another HC Entity using the same email address.
Address	The user's address.
City	The user's city.
State	The user's state.
Zip	The user's zip code.
Phone	A current phone number for contacting the user.
Save	The Administrator will create a provisional account and send the invitee an email invitation to complete registration with the System of Assurance.

Table of Contents

Application for Cap Allocation (ACAs)

All ACAs associated with a user's account are listed under on the Application for Cap Allocation screen. HC Administrators and HC Assistants can review submitted ACAs and edit draft ACAs by clicking on the *Facility ID*. After an ACA is submitted, users can track changes in status or timelines associated with the ACA from this table.

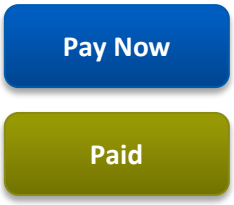
Field/Action	Description
Facility ID	The unique ID assigned to a *Net Metering Facility* when it is registered in the System of Assurance.
Facility Name	The name of the *Net Metering Facility*. Users can click on the name of the Facility to see the ACA for that Facility.
Facility Type	The Facility Type (e.g., Public, Private).
Capacity (kW) AC	The kilowatt capacity of the Facility in AC.
Capacity (kW) DC *(Solar Facilities Only)*	The kilowatt capacity of the Facility in DC-STC.
Facility Technology	The primary Facility technology (i.e., solar, wind, agricultural, anaerobic digestion, other).
ACA Status	The current status of an ACA. This will be automatically updated throughout the ACA process (Draft, Submitted, Complete, Incomplete, etc.).
Status End Date	The time remaining under the specified status.
Application Fee: 	Indicates if the Application Fee has been paid. The *Pay Now* button is only active when the HC Entity owes a fee to the Administrator. If Application has not been paid users can click the *Pay Now* button to be directed to the payment screen. Once both the Application and Reservation Fee have been paid, the button will read *Paid* and will not be actionable.
	This button allows HC Administrator to a start new ACA. This function is only available to HC Administrator users.

Table of Contents

Start New Application for Cap Allocation

When a HC Administrator begins a new ACA from the "Application for Cap Allocation" page, they must provide basic information about the Facility, detailed below.

Field/Action	Description
Facility Name	The name of the *Net Metering Facility*.
Facility Address	The address for the Facility for which a Cap Allocation is being requested. If the Facility is to be interconnected behind the meter at an existing utility customer's property, enter the address as it appears on the electric bill for the property.
Facility City	The city where the Net Metering Facility will be located.
Facility State	The state where the Net Metering Facility will be located.
Facility ZIP	The ZIP code where the Net Metering Facility will be located.
Net Metering Facility Owner	The name of the Facility owner.
Facility Owner Contact	The name of a contact for the Facility owner.
Facility Owner Contact Email	A current email address for the Facility owner.

Field/Action	Description
Facility Owner Contact Phone	A phone number where the Facility owner contact can be reached.
Net Metering Facility Type: ■ ***Public*, or** ■ ***Private*** ☑ **Special Public Facility** ☑ **Neighborhood Net Metering Facility**	The Facility Type (e.g., Public, Private). The user can also select to identify Public Facilities as *Special Public Facilities*, or Private Facilities as *Neighborhood Net Metering Facilities*.
Utility Company: ☒ **National Grid** ☒ **Eversource** ☒ **Unitil** ☒ **National Grid Nantucket**	The Distribution Company in whose territory the Facility will be located.
Utility Account	The electric utility account number, if available, for the Facility.
Create ACA	This button creates a new ACA.

Table of Contents

Facility Information

This is the first page of the ACA. Information that is input can be saved and revised. Applicants can edit this information until the ACA is submitted.

Field/Action	Description
Organization	The name of the HC Entity that the HC Administrator creating the ACA is registered to. This field automatically populates with information from the ***Host Customer Entity***.
ACA Author	The name of the user that started the ACA. This field automatically populates with information from the ***Host Customer Entity***.
DPU Classification ID	*For Public Entities Only:* The ID number assigned by the MA D.P.U. classifying the HC Entity as a Public Entity. This field automatically populates with information from the ***Host Customer Entity***.
Net Metering Facility ID	The number automatically assigned to the ACA in the System of Assurance (MassACA.org).
Facility Name	The name of the Facility the Cap Allocation is requested for. If the Facility will be interconnected behind the meter of an existing utility customer's property, the name should be entered as it appears on the electric bill for the property.
Facility Address	The address for the Facility the Cap Allocation is requested for. If the Facility will be interconnected behind the meter of an existing utility customer's property, enter the address as it appears on the electric bill for the property.
Facility City	The city where the Facility will be located.
Facility State	The state where the Facility will be located.
Facility ZIP Code	The ZIP code where the Facility will be located.
Net Metering Facility Owner	The name of the organization that will own the Net Metering Facility.
Facility Owner Contact	The name of a contact person at the organization for the Net Metering Facility.
Facility Owner Contact Email	A current email address for the Facility Owner Contact.

Field/Action	Description
Facility Owner Contact Phone	A phone number where the Facility Owner Contact can be reached.
Net Metering Facility Type: ■ ***Public*, or** ■ ***Private*** ☑ **Special Public Facility** ☑ **Neighborhood Net Metering Facility**	Indicates if the Facility will be a Public Net Metering Facility, Special Public Facility, or Private Net Metering Facility.
Utility Company: ☒ **National Grid** ☒ **Eversource** ☒ **Unitil** ☒ **National Grid Nantucket**	The Utility the Facility will be interconnected with. For all Eversource projects, the East-West delineation will be auto-populated based on the facility's zip code.
Utility Account #	The account number given to the site of the Facility by the Distribution Company. This is not a required field, as not all Facilities will have existing account numbers.
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Add Representatives to an ACA

HC Administrators may manage existing ***Representatives*** and invite new Representatives from the Representatives section of each ACA. HC Administrators, HC Assistants and other Representatives may view contact information for each Representative associated with an ACA.

Fields/Actions	Description
Add New Representative	Clicking this button will navigate HC Administrator to the "Add New Representative" window. *(HC Administrator only)*
Name	The name of any Representative(s) associated with an ACA
Organization	The organization that the Representative is affiliated with.
Email	The email address the Representative is registered with in the System of Assurance.
Phone	A current phone number for the Representative.
🗑 **Delete**	***Host Customer Administrator*** may delete Representatives associated with an ACA, if necessary, by clicking the trashcan under the delete column.

Table of Contents

Add New Representative Window

HC Administrator can invite Representatives to assist with an ACA. To add a new Representative, an HC Administrator needs to enter the invitee's email address into the appropriate field. If the user is registered in the System of Assurance the "First Name" and "Last Name" fields will automatically populate. If the email address has not been registered in the System of Assurance, an email will be sent to the address entered, prompting the user to logon to www.MassACA.org and finish registering the account. Inviting a Representative to work on one ACA does not give the Representative access to all ACAs associated with an HC Entity.

Fields/Actions	Description
Email	A current email address for the invited Representative. If not previously registered, the invited Representative will use this email address to login to the System of Assurance.
Check if Account Exists	When an HC Administrator has entered an email address into the appropriate field, they can check if the address is already registered in the System of Assurance.
First Name	The first name of the invited Representative. This field will automatically populate if the invited Representative is already registered with the System of Assurance.
Last Name	The last name of the invited Representative. This field will automatically populate if the invited Representative is already registered with the System of Assurance.
Save	The Representative will be notified via email of the invite to join the ACA. If the Representative is not yet registered in the System of Assurance, the Administrator will create a provisional account and send the invitee an email invitation to complete registration with the System of Assurance.

Table of Contents

Public Requirements

When an applicant registers a Net Metering Facility as a Public Facility, they must answer additional validation questions. Users check the boxes to the left of the questions to affirm the statement is true.

Field/Action	Description
☑ **Has Project authorization been obtained (e.g., through Town Meeting or approval of governing body)?** *(For ACA under the Public Cap only)*	Certify that the Facility has obtained authorization from the appropriate governing body.
☑ **Is the Municipality or Other Governmental Entity assigned 100% of the output (power)?** *(For ACA under the Public Cap only)*	Certify the Municipality or Other Governmental Entity is assigned 100% of the output.
☑ **Is the Municipality or Other Governmental Entity the Host Customer?** *(For ACA under the Public Cap only)*	Certify the Municipality or Other Governmental Entity is the Host Customer.
☑ **If allocating Net Metering credits, allocates only to the accounts of municipalities or other governmental entities.** *(For ACA under the Public Cap only)*	Certify that if allocating Net Metering credits, allocates only to the accounts of municipalities or other governmental entities.
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Special Public Facilities

Additional certifications are required to qualify as a Special Public Facility. If requesting status as a Special Public Facility, applicants should indicate their status under ***Facility Information***.

Special Public Facilities, if determined to be complete by the Administrator, will be required to submit all non-ministerial permits and approvals as part of ***Quarterly Reporting*** requirements during the first three quarters of the reservation period.

Field/Action	Description
R Will the Facility be owned and operated by a Municipality or Other Governmental Entity (recognized as a Public entity by the MA DPU?) *(For Special Public Facilities only)*	Certify that the Facility will be owned and operated by a Municipality or Other Governmental Entity (as recognized by the Massachusetts D.P.U.).
R Will the Facility be located on property owned or leased by the Municipality or Other Governmental Entity (recognized as Public by the MA DPU)? *(For Special Public Facilities only)*	Certify that the Facility has obtained authorization from the appropriate governing body.
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Technology

Applicants must select the technology type, subtype, Facility capacity and specify other Facility details under the Technology Screen. Technology information will be cross-referenced with information submitted in the ***Interconnection Service Agreement and Site Control*** documentation and ***Permits and Approvals*** during the review process and should be congruent.

Field/Action	Description
Facility Technology: □ **Solar** □ **Wind** □ **Anaerobic Digestion** □ **Agricultural** □ **Other**	Select the type of technology that will be used at the Facility (i.e., Solar, Wind, Agricultural, or Other).

Field/Action	Description
Technology Class: **□ Ocean thermal, wave or tidal energy** **□ Fuel cells utilizing renewable fuels** **□ Landfill gas** **□ Waste-to-energy** **□ Low emission advanced biomass power** **□ Geothermal energy** **□ Natural Gas Turbine** *(For Agricultural or Other Facilities only)*	Only required if Facility technology is reported as *Other*. A drop-down menu where users must specify the type of technology (e.g., fuel cell, geothermal).
Facility Capacity (DC) *(For Solar Facilities only)*	Users enter the DC-Standard Test Conditions (STC) capacity of the proposed Solar Facility.
Facility Capacity (AC)	Users enter the AC capacity for the proposed Facility (including Solar). Capacity in most cases will match the capacity specified in the Interconnection Service Agreement.
R Does each Unit in this Facility have a capacity of 2000 kW (AC) or less?	User indicates that no Unit, as defined by D.P.U. Order 11-11-C, exceeds 2000 kW (AC).
Is this an Agricultural Net Metering Facility?	User indicates if facility is an Agricultural Net Metering Facility.
Does the Facility serve On-site Load as defined in 220 CMR 18.02? **□ Yes** **□ No**	User indicates if the facility will serve On-site Load as defined in 220 CMR 18.02 effective March 1st, 2024: Any new or existing electric load located at the site of a Net Metering facility, other than parasitic load that may result from the installation and operation of the Net Metering facility, and that is wired to be served by a portion of the electrical energy output from the Net Metering facility before the balance of such output passes through the Net Metering facility's metered interconnection onto the electric grid. An energy storage system, as defined in M.G.L. c. 164, § 1, does not constitute On-site Load.
Is the facility currently operating or do you intend to have the facility operate as an Alternative On-Bill Credit (AOBC) generation unit in the Solar Massachusetts Renewable Target ("SMART") Program **□ Yes** **□ No**	User indicates if facility is currently operating as an AOBC generation unit in the SMART program. If the facility receives a cap allocation, the facility must cease operation as an AOBC generation unit, as these programs are mutually exclusive (pursuant to 225 CMR 20.02, 20.08).
Is the Net Metering facility to be paired with an Energy Storage System? **□ Yes** **□ No**	User indicates if the facility will be paired with an energy storage system. This will add another section to the application titled "Energy Storage."

Field/Action	Description
Is the Net Metering facility to be located on a single parcel of land, interconnected with the electric distribution at a single point, behind a single utility meter?" **□ Yes** **□ No**	User indicates if the facility to be located a single parcel of land, interconnected at a single point, and behind a single utility meter. **If the answer is "No" the user must upload a copy of a granted DPU Single Parcel Rule exception.**
Is there an existing Net Metering facility currently operating or a separately proposed Net Metering facility on the same parcel of land where you wish to site the facility? **□ Yes** **□ No**	User indicates if there is an existing or separately proposed net metering facility on the same parcel of land. **If the answer is "Yes" the following question appears:** Is the facility an expansion of the existing/separately proposed facility such that the capacity of the facility will be added to, and included with, the capacity of the existing/proposed facility? (Yes/No) **If the answer to this question is "No" the user must upload a copy of a granted DPU Single Parcel Rule exception.** **If the answer to this question is "Yes" the following question appears:** Will the facility be interconnected behind the same meter at the same interconnection point as the existing/other proposed facility? (Yes/No) **If the answer to this question is "No" the user must upload a copy of a granted DPU Single Parcel Rule exception**.
Mounting Type	Specifies if the Facility will be ground mounted, building mounted, or other.
Phase: **☒ One (Single-Phase)** **☒ Three (Three-Phase)**	Specifies if the Facility be on a Single-Phase or a Three-Phase Circuit.
Cap Category *(Reference field only)*	Indicates the Net Metering Class the Facility will qualify as. This field is automatically populated based on the Facility Capacity (AC).
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Technology Requirements: Agricultural Facility

If an applicant indicates that the Facility will qualify as an Agricultural Facility under the ***Technology*** screen, there are additional verifications and information required. By checking the boxes, the user responds in the affirmative. Applicants must also submit Approval from the Department of Agriculture as part of the ACA.

The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.

Fields/Actions	Description
☑ **Is the Agricultural Facility operated as part of an agricultural business?** *(For Agricultural Facilities only)*	Indicates the Facility is operated as part of an agricultural business.
If yes, what is the name of the business? *(For Agricultural Facilities only)*	The name of the agricultural business the Facility is operated as part of.
☑ **Has the Commissioner of the Department of Agriculture recognized the business as an agricultural business?** *(For Agricultural Facilities only)*	Indicates the Commission of the Dept. of Agriculture has recognized the business where the Facility is located as an agricultural business.
☑ **Is the Agricultural Facility located on land owned or controlled by the agricultural business?** *(For Agricultural Facilities only)*	Indicates that the land where the Facility is located is owned or controlled by the agricultural business.
☑ **Is the energy from the Agricultural Net Metering Facility used to provide electricity to metered accounts of the agricultural business?** *(For Agricultural Facilities only)*	Indicates that the energy produced from the Facility is used to provide electricity to metered accounts of the agricultural business.
☑ **Do you have the Department of Agriculture determination classifying the Facility as an agricultural Facility?** *(For Agricultural Facilities only)*	Indicates the Department of Agriculture has issued a permit approving the classification as an agricultural Facility.
Upload Document	Please Upload the Department of Agriculture Approval. Allows users to upload documentation of Department of Agriculture approval to their ACA. Files cannot exceed 10 MB. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Technology Requirements: Anaerobic Digestion Facility

If an applicant indicates that the Facility will qualify as an Anaerobic Digestion Facility under the ***Technology*** screen, there are additional verifications and information required. By checking the boxes, the user responds in the affirmative. Applicants must also submit a Statement of Qualification from the Department of Energy Resources (DOER) and a Finding approving the Facility for operation from the Department of Environmental Protection (DEP).

The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.

Fields/Actions	Description
☑ **The Facility has been determined by the Department of Energy Resources (DOER) in coordination with the Massachusetts Department of Environmental Protection (DEP) to qualify as a Class I renewable energy generating Facility.** *(For Anaerobic Digestion Facilities only)*	Indicates that the DOER and DEP have qualified the Facility as a Class I renewable energy generating Facility.
☑ **For large projects (>50kW) as determined by DEP, has DEP issued an air permit?** *(For Anaerobic Digestion Facilities only)*	Indicates that DEP has issued an air permit for a project >50kW.
☑ **For small projects (<50 kW) as determined by DEP, has DEP made a determination that the qualifying Anaerobic Digestion Facility is a low emission unit?** *(For Anaerobic Digestion Facilities only)*	Indicates that the DEP has determined that the Anaerobic Digestion Facility is a low emission unit.
☑ **Do you have the Statement of Qualification Application (SQA) provided by the DOER approving your Facility for operation?** *(For Anaerobic Digestion Facilities only)*	Indicates that the Host Customer has the SQA for the Facility as provided by the DOER. If yes, users are required to upload documentation of the SQA in PDF format.
☑ **Do you have the DEP findings approving the Facility for operation?** *(For Anaerobic Digestion Facilities only)*	Indicates that the DEP has approved the Facility for operation. If yes, the user uploads documentation of the findings.
Upload Document	Please upload the SQA and finding(s) to the appropriate fields. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Energy Storage

Applicants who indicate the facility will include an energy storage system are required to provide which configuration will be used, upload a one-line diagram confirming the configuration, and provide the power of the energy storage system.

Fields/Actions	Description
Which Energy Storage System configuration will be used, as approved by DPU 17-146-A?	Users select the configuration approved by DPU 17-146-A. The three options are: • Configuration 1: On-site Net Metering: ESS charges only from the net metering facility and cannot export to the electrical grid. • Configuration 2: Net Metering and Exports: ESS charges only from the net metering facility but is programmed to allow exports to the electrical grid. • Configuration 3: Non-Export: ESS charges from both the net metering facility and the electrical grid but cannot export to the electrical grid.
Please upload a copy of the one-line diagram confirming the Energy Storage System configuration	Users must upload a copy of the one-line diagram confirming the ESS configuration in PDF form.
Please provide the power of the Energy Storage System that will be installed	Users enter the power of the energy storage system that will be installed in kW.

Interconnection Service Agreement and Site Control

Applicants are required to submit an executed Interconnection Service Agreement (ISA) and evidence of adequate Site Control as part of an ACA. On the Interconnection Service Agreement/ Site Control screen at MassACA.org, applicants must answer question on the status of their ISA, and type of Site Control for the location of the proposed Facility. Applicants may also upload the ISA and documentation of Site Control on this screen. If a ***Host Customer Entity*** owns the site where the Facility will be located, no additional documentation is required as part of the ACA. The Administrator reserves the right to require additional clarifying evidence for either of these documents, however, if the need arises.

The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.

Fields/Actions	Description
Has an executed Interconnection Services Agreement been received for this Facility? ■ **Yes** ■ **No**	Users certify that they have an executed ISA.

Fields/Actions	Description
ISA Identification Number	The Interconnection ID number located on the executed ISA.
ISA Date	The date of the executed ISA for the Facility. For Traditional ISAs (systems greater than 15 kW AC), this is the effective date on the first page of the agreement. For Simplified ISAs, this date can be the date of receipt of the Conditional Approval to Install email, or the date of the Utility's signature on the Simplified Interconnection Application.
Executed ISA: **Upload Document**	Users must upload a copy of the executed ISA for the Facility. The ISA should include any appendices summarizing the design and configuration of the Facility. If the signatory on the ISA is NOT the HC Entity registered in the System of Assurance (e.g., third party signatories), an Exhibit G signed by the HC Entity registered in the System of Assurance and the counter-signing utility company must be attached to the ISA. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Does the Host Customer own the site at which the Facility will be installed? ■ **Yes** ■ **No**	If the site (real property) is owned by the Host Customer, then no further documentation is required as part of the ACA, however the Administrator reserves the right to request additional documentation during the review period or after a Cap Allocation is granted. Ownership of the Facility itself may not impact the answer to this question, e.g. in some cases a third party may own the Facility itself but the Host Customer may still own the real property.
What documentation will be provided to demonstrate site control? ■ **Lease Agreement** ■ **Signed Option** ■ **Other**	Alternative site control methods include lease agreements or a signed option. If evidence of site control is one of these, upload a PDF of documentation.
Documentation of Site Control: **Upload Document**	Users must upload documentation as evidence of their site control. If a property is owned by the HC Entity, then no further documentation is required at this time. For Facilities that are not owned by the HC Entity, documentation of an executed lease, option, or other form of site control must be uploaded as part of the ACA. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Save Application	Allows users to save their progress on an ACA.
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Permits and Approvals

Users must submit all necessary non-ministerial permits and approvals as part of an ACA. On the *Permits and Approvals* screen, applicants can submit one document per Permit category (listed in the table below). File names should reflect the contents of an uploaded document, as they will appear under the *Document* section of the *Permits and Approvals*

table. After all non-ministerial permits and approvals are uploaded; an applicant must certify that all required non-ministerial permits and approvals are included in the ACA.

Only one document may be uploaded per *Permit Type* ((e.g., Article 97 Authorization). If multiple permits and approvals fall under the same Permit Type, users should upload one document under the appropriate title, and remaining documents should be uploaded under ***ACA Document(s)*** as *Other*.

Users may identify a document as *confidential*, which will limit access to ***Host Customer Administrator***(s), the User who uploaded the document, and the Administrator of the System of Assurance. Other users will be able to see the document under the Permit and Approvals table and under ***ACA Document(s)***, but will not be able to access the document. Confidential documents can only be deleted by Users with access to the document.

The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.

Fields/Actions	Description
Will the project require non-ministerial permits and approvals? ■ **Yes** ■ **No**	Specifies if additional non-ministerial permits are required for the Facility.
Add Permit	Applicants must add copies of all non-ministerial permits and approvals required for the Facility prior to submitting an ACA. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Permit: ☒ **Article 97 Authorization** ☒ **Endangered Species Review** ☒ **Historic Review** ☒ **Landfill Post-Closure Permit** ☒ **MEPA Review** ☒ **Wetlands Order of Conditions** ☒ **Zoning Relief** **(Site Plan Review, Special Permit, Variance, Other)** ☒ **Other Permit or Approval**	Classifies the type of non-ministerial permit or approval the user is uploading. From a drop-down menu, users are able to select the appropriate type for the permit they are uploading. Only one document may be uploaded under each document type. If multiple documents, categorized as the same permit type, exist one document should be uploaded under the applicable permit type and the remaining documents should be uploaded under ***ACA Document(s)*** as *Other*.
I certify that all non-ministerial governmental permits and approvals required for the construction and operation of this Facility have been obtained and attached to this application: ■ **Yes** ■ **No**	When an applicant has finished uploading permits, they must certify that they have provided all required non-ministerial permits and approvals.
Save Application	Allows users to save their progress on an ACA.

Fields/Actions	Description
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

ACA Document(s)

The *ACA Documents Table* displays all documents uploaded as part of an ACA. Information included in the table is described below. Users may also add additional documents using *Add Other Document* button. Additional document tables appear throughout the application, under the ***Interconnection Service Agreement and Site Control***, ***Permits and Approvals***, ***Technology Requirements: Agricultural Facility***, ***Technology Requirements: Anaerobic Digestion Facility*** screens. These tables include the same fields as identified below.

Only one document may be uploaded per *Document Type* (ISA, Site Control, each permit type (e.g., Article 97 Authorization). If multiple documents fall under the same Document or Permit Type, users should upload one document under the appropriate title, and the remaining documents should be uploaded under ***ACA Document(s)*** as *Other*.

Fields/Actions	Description
Add Other Document	Users may upload any remaining documents needed to complete an ACA by *Adding an Other Document*. Users can upload an unlimited number of documents under the document type *Other*. If a document is uploaded as *Other* the name of the file, listed under *Document*, should indicate its contents. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Document Type: **ISA** **Site Control** **Permit (expanded list)** **Other**	Documents will be identified by the *Document Type*.
Permit *(As appears in Permits and Approvals table only)*	Article 97 Authorization, Endangered Species Review, Historic Review, Landfill Post-Closure Permit, MEPA Review, Wetlands Order of Conditions, Zoning Relief (Site Plan Review, Special Permit, Variance, Other), Other Permit or Approval
Document	File name of the uploaded document. Documents names link to the original PDF, provide the user has authorization to view the document.
Confidential	Indicates whether the document is confidential.
Submitted Date	The date the document was uploaded to MassACA.org
Submitted By	The name of the user who uploaded the document to MassACA.org
Delete	Users may delete documents uploaded to a draft ACA. For confidential documents, only HC Administrator and the user who uploaded the document may delete a document from an ACA.
Save Application	Allows users to save their progress on an ACA.

Fields/Actions	Description
Validate ACA	The validation tool provides users a summary of missing elements or inconsistent responses for their review. The validation does not assess the completeness of an ACA, and should not be mistaken for the determination that will be made during a review by the Administrator.

Table of Contents

Upload Document Window

To upload a documents, users should access the appropriate section of the ACA (***Interconnection Service Agreement and Site Control***, ***Permits and Approvals***, ***Technology Requirements: Agricultural Facility***, ***Technology Requirements: Anaerobic Digestion Facility, ACA Document(s)***) and Select a Document, using the Upload Document Window tool, as described below.

Users may identify a document as *confidential*, which will limit access to ***Host Customer Administrator***(s), the User who uploaded the document, and the Administrator of the System of Assurance. Other users will be able to see the document under the Permit and Approvals table and under ***ACA Document(s)***, but will not be able to access the document. Confidential documents can only be deleted by Users with access to the document. Documents frequently identified as confidential include the ISA and Site Control documentation.

Fields/Actions	Description
Select Document	This button allows users to browse their files to find the document they wish to upload.
Permit Type *(As appears in Permits and Approvals only)* ☐ Article 97 Authorization ☐ Endangered Species Review ☐ Historic Review ☐ Landfill Post-Closure Permit ☐ MEPA Review ☐ Wetlands Order of Conditions ☐ Zoning Relief (Site Plan Review, Special Permit, Variance, Other) ☐ Other Permit or Approval	Classifies the type of non-ministerial permit or approval the user is uploading. From a drop-down menu, users are able to select the appropriate type for the permit they are uploading. Only one document may be uploaded under each document type. If multiple documents, categorized as the same permit type, exist one document should be uploaded under the applicable permit type and the remaining documents should be uploaded under ***ACA Document(s)*** as *Other*.
☑ **This document is confidential**	Users identify document(s) as confidential by checking this box. Only the Administrator of the System of Assurance, HC Administrators, and Representative or HC Assistants that uploaded the document will be able to view the confidential document.
Upload Document	After selecting a document and indicating the document is confidential, applicants may click this button to upload the document to the ACA.

Table of Contents

Document Requirements

All documents uploaded to MassACA.org must conform to the following requirements:

- Adobe Acrobat File Format (.PDF)

- Under 10 MB in size
- Filenames are limited to 180 characters in length, including the file extension (.pdf)
- Filenames should be reflective of the contents of the file.

Application and Reservation Fees

To submit an ACA to the Administrator for review, an Application Fee of $150 must be paid by an Applicant. *Any user associated with an ACA may pay the Application Fee*. Payment may be made electronically via the *Fees Screen*. After the Application Fee is paid, a ***Host Customer Administrator*** may submit the application for review (see ***ACA Submission***).

After the Administrator reviews and determines a submitted ACA is complete, an applicant has 15 Business Days to submit a Reservation Fee to reserve a Cap Allocation. *Any user associated with an ACA may pay the Application Fee*. Payment may be made electronically via the *Fees Screen*, or an applicant may contact the Administrator (Administrator@MassACA.org) for instructions on how to submit a check or wire to the System of Assurance.

Electronic payments are completed by Authorize.net, a third-party payment gateway. No credit card or bank information is stored at MassACA.org, or by the Administrator.

Fields/Actions	Description
Fee Type: **Application Fee** **Reservation Fee**	The Application fee is required to submit an ACA for review by the Administrator, and the Reservation fee is required to reserve a Cap Allocation.
Status: **Pay Application Fee** **Pay Reservation Fee** **Paid**	Applicants must submit an Application Fee of $150 in order to submit an ACA for review by the Administrator. This payment is made electronically, via Authorize.net. Applicants must submit a Reservation Fee within 15 Business Days of being notified of a complete ACA by the Administrator. **The Reservation Fee is calculated on a $/kW-AC basis pursuant to D.P.U. 23-20-C, Att. C § 5(E)**. Payment may be made electronically via Authorize.net, or the applicant may contact the Administrator@MassACA.org for instructions on how to submit the reservation fee by check or wire.
Paid Date	When the Application or Reservation Fees are paid, a timestamp is recorded in the System of Assurance.

Effective Date	11/1/2026	11/1/2027	11/1/2028	11/1/2029	11/1/2030
Fee ($/kW-AC)	$4.15	$4.31	$4.47	$4.64	$4.82
Effective Date	**11/1/2031**	**11/1/2032**	**11/1/2033**	**11/1/2034**	**11/1/2035**
Fee ($/kW-AC)	$5.00	$5.19	$5.39	$5.59	$5.80

Table of Contents

ACA Submission

Host Customer Administrator may submit an ACA on this page. Before submitting, ***Host Customer Administrator*** must certify that they are legally authorized to submit the ACA for the ***Host Customer Entity***. Once an ACA is submitted along with the *Application Fee*, all users associated with the ACA will receive a confirmation email along with a *Submitted Date*, which establishes a Facility's priority within the System of Assurance, or the ***Waiting List***, for a Cap Allocation.

Fields/Actions	Description
☑ **Confirm Eligibility to Submit**	***Host Customer Administrator*** must certify they possess the legal authorized to submit an ACA on behalf of the ***Host Customer Entity***.
Submit	To submit an ACA, the ***Host Customer Administrator*** must click the *Submit* button. The *Submitted Date* for the ACA is set when the ***Host Customer Administrator*** presses the button, establishing the Facility's priority in the System of Assurance, or on the ***Waiting List***, as appropriate.

Table of Contents

Reservation Period and Waiting List Requirements

Once an ACA is determined to be complete and the Administrator has notified the applicant(s) accordingly, and the applicant has paid the *Reservation Fee*, the *Reservation Period* will commence. Applicants have 15 Business Days to pay the Reservation Fee to reserve the Cap Allocation, see ***Application and Reservation Fees*** for instructions on paying the Reservation Fee.

The ***Application for Cap Allocation (ACAs)*** table includes all ACA(s) submitted by a ***Host Customer Entity***. ACAs in the reservation period will be listed as *Reserved* under the *Status* column of the table.

Table of Contents

Reservation Period

The initial Reservation Period is 18 months for Wind Net Metering Facilities and Agricultural Net Metering Facilities, and 9 months for Solar Net Metering Facilities and all Other Net Metering Facilities.

The Reservation period is calculated automatically when an ACA is identified as complete in the System of Assurance. For consistency, each reservation period is a calculated using calendar days and does not rely directly on calendar months.

- *For **Wind and Agricultural** Net Metering Facilities, the Reservation Period is **546** calendar days.*
- *For **Solar and All Other** Net Metering Facilities, the Reservation Period is **274** calendar days.*

Reservation Period: Special Public Facilities

Facilities which qualify as ***Special Public Facilities***, the Reservation Period is 27 months for Wind Net Metering Facilities and Agricultural Net Metering Facilities, and 18 months for Solar Net Metering Facilities and all Other Net Metering Facilities.

- *For **Wind and Agricultural** Net Metering Facilities, the Reservation Period is **822** calendar days.*
- *For **Solar and All Other** Net Metering Facilities, the Reservation Period is **546** calendar days.*

Table of Contents

Quarterly Reporting

Beginning after a Facility is offered a Cap Allocation, or place on the Waiting List, a user associated with the ACA must submit quarterly reports. Both HC Entity users and Representative linked to an ACA may submit quarterly reports.

An unlimited number of Quarterly Reports may be submitted during a quarter, but at least one report must be received by the last day of each quarter until the Facility receives approval to operate from the Distribution Company, or the ***Host Customer Entity*** no longer has a Cap Allocation or position on the Waiting List. A final Quarterly Report is required upon receiving approval to operate from the Distribution Company. Failure to file a quarterly report to the Administrator is grounds for loss of Cap Allocation or position on the Waiting List.

Special Public Facilities must submit all non-ministerial permits approvals, not submitted through the original ACA, as part of first three quarterly reports after a Facility has been determined to be complete.

Fields/Actions	Description
☑ **No Change**	Indicates *No Changes* have been made to the Facility design or classification during the quarter.
☑ **Change of Host Customer Entity**	Indicates a change of Host Customer and related contact information. Both the Host Customer with the Cap Allocation and the new Host Customer must notify the Administrator of such a change and the Administrator will review and revise the ACA accordingly.

Fields/Actions	Description
☑ **Change to Facility Ownership**	Indicates a change to Facility ownership and related contact information. The Host Customer must notify the Administrator of such a change and the Administrator will review and revise the ACA accordingly.
☑ **Change in Facility Equipment**	Indicates a change to the Facility equipment (e.g. manufacturer, brand, etc.) that does not require a new ISA as determined by the Distribution Company. The Host Customer must notify the Administrator of such a change and the Administrator will review and revise the ACA accordingly.
☑ **Reduction in the Amount of Net Metering Capacity Requested**	A reduction in the amount of Net Metering capacity requested. The Host Customer must notify the Administrator of such a change and the Administrator will review and revise the ACA accordingly.
☑ **Increase in the Amount of Net Metering Capacity Requested**	An increase in the amount of Net Metering capacity requested. The Host Customer must notify the Administrator of such a change and the Administrator will review and revise the ACA accordingly.
☑ **Other Change**	**Other** (describe below).
☑ **Submit Permits** *(for Special Public Facilities only)*	***Special Public Facilities*** may upload non-ministerial permits and approvals up until 9 months into the reservation period.
Add Permit *(for Special Public Facilities only, if Submit Permits is selected)*	Applicants must add copies of all non-ministerial permits and approvals required for the Facility prior to submitting an ACA. For additional instructions on adding permits, see ***Permits and Approvals.*** The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
☑ **I certify that all necessary non-ministerial governmental permits and approvals required for the construction of this Facility have been obtained and attached to this application.** *(for Special Public Facilities only, if Submit Permits is selected)*	When an applicant has finished uploading permits, they must certify that they have provided all required non-ministerial permits and approvals.
☑ **Report the Facility received Approval to Operate from the Distribution Company**	Report the Facility received Approval to Operate from the Distribution Company.
Upload Approval	Applicants must submit the Approval to Operate, or other documentation, received from the Distribution Company when reporting the Facility is interconnected. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Date Approval to Operate Issued	If the Facility received Approval to Operate, indicate the date the approval was issued.
Confirm Capacity (kW) DC-STC, As Built	If the Facility received Approval to Operate, and used Solar technology, confirm the installed Capacity (kW) DC-STC of the Facility.
Is the Facility Currently Operating? ☐ **Yes** ☐ **No**	Indicate if the Facility is currently operating as planned.

Fields/Actions	Description
Describe Changes	If changes to the HC Entity, Facility Ownership, Facility Equipment, Net Metering Capacity requested (increase or decrease), or Other changes are requested, a detailed description must be provided as part of the report for each requested change.
Submit	To save a Quarterly Report, applicants must click the Submit button.

Table of Contents

Extended Reservation Period

Once an ACA is determined to be complete, the ***Reservation Period*** will begin. If an applicant anticipates additional time, beyond the reservation period, will be necessary to interconnect the facility may submit a *Request for Extension* to the Administrator. An Extension grants additional time, beginning the first day after the initial Reservation Period expires, to interconnect a facility based on the type of extension granted. Requests for Extension must be filed no later than 30 days prior to the end of the initial Reservation Period. Additional documentation or fees are required, depending on the type of extension requested.

Extensions may be requested through the ***Quarterly Reporting*** process.

Extended Reservation Period for a Fee

A Request for Extension would grant a Host Customer an additional six (6) months, beginning the first day after the initial Reservation Period expires, and must be filed no later than 30 days prior to the end of the initial Reservation Period. An additional fee (calculated on a $/kW-AC basis pursuant to D.P.U. 23-20-C, Att. C § 5(E)) is required to receive an *Extended Reservation Period* and must be paid in full before the end of the initial Reservation Period. The additional fee will be held by the Administrator in escrow, and is refundable if the facility successfully interconnects within the six (6) month extension period, or is granted an ***Extended Reservation Period Pending Authorization to Interconnect***.

Extended Reservation Period for Legal Challenges

A Host Customer may seek an extended Reservation Period of six (6) months if they submit a Certification that a governmental permit or approval for the Facility was subject to a legal challenge during the initial or extended Reservation Period and the legal challenge remains pending. The extended Reservation Period for legal challenges expires at the end of the legal challenge. Any and all other Reservation Period timelines are suspended during a legal challenge. There is no fee for an extension under this provision.

Extended Reservation Period Pending Authorization to Interconnect

When a Facility's interconnection depends only upon the receipt of authorization to interconnect, the Reservation Period shall be extended until such notice is received or denied. Fees associated with the Request for Extension will not be forfeited solely as a result of seeking this extension.

Fields/Actions	Description
☑ **Request an extension to the reservation period for the proposed facility.**	An applicant may indicate an Extension is requested for a facility through the quarterly reporting interface, as necessary.
☑ **Request an extended reservation period for a fee**	Indicates the applicant requests an extension period of six (6) months for a fee, to be held in escrow pending the interconnection of the proposed facility within the extended reservation period.

Fields/Actions	Description
☑ **Request an extended reservation period for Legal Challenges**	Indicates the applicant requests an extension period of six (6) months to resolve Legal Challenges which prevent the interconnection of the proposed facility. During the legal challenge, pending reservation period timelines are suspended and will resume on resolution of the reported legal challenge(s). Documentation certifying the legal challenge(s) must also be submitted as part of the request.
☑ **Request an extended reservation period pending Authorization to Interconnect**	Indicates the applicant requests an extension period pending receipt of authorization to interconnect. Documentation summarizing the current status of work and work remaining, including all witness tests and commission of the proposed facility must also be submitted as part of the request.
Upload Documentation	Applicants requesting an extension due to legal challenges or pending receipt of authorization to interconnect must submit additional supporting documentation. The ***Upload Document Window*** section provides guidance on how to upload documents to a draft ACA. For specifications on what types of documents may be uploaded to MassACA.org, see ***Document Requirements***.
Pay Extension Fee	Applicants requesting an extension for a fee must submit an additional fe**e** (calculated on a $/kW-AC basis pursuant to D.P.U. 23-20-C, Att. C § 5(E)), at the time the request for an extension is made. The fee will be held in escrow, and refunded if the system successfully interconnects within the extended reservation period. **Effective Date** \| **11/1/2026** \| **11/1/2027** \| **11/1/2028** \| **11/1/2029** \| **11/1/2030** Fee ($/kW-AC) | $4.15 | $4.31 | $4.47 | $4.64 | $4.82 **Effective Date** \| **11/1/2031** \| **11/1/2032** \| **11/1/2033** \| **11/1/2034** \| **11/1/2035** Fee ($/kW-AC) | $5.00 | $5.19 | $5.39 | $5.59 | $5.80 Payment may be made electronically via Authorize.net, or the applicant may contact the Administrator@MassACA.org for instructions on how to submit the reservation fee by check or wire.

Table of Contents

Waiting List

If insufficient capacity exists to accommodate complete ACAs, as determined by the Administrator, the ACA for the proposed facility shall be added to a Waiting List for the applicable Net Metering Cap. If unallocated capacity becomes available, facilities on the Waiting List will be offered Cap Allocations based on priority.

When the available capacity under an applicable Net Metering Cap becomes less than the capacity requested by the next priority facility the Waiting List will commence. The administrator will maintain detailed tracking of the Waiting List, available at MassACA.org.

Priority within the Waiting List

Priority within the System of Assurance and the Waiting List is determined by the submission date and time of an ACA, provided all other requirements are met by the applicant, in the order of first to most recent submission. The priority facility is the next facility to be eligible for a Cap Allocation, if capacity becomes available.

Operation of the Waiting List

If capacity becomes available, a Cap Allocation will be offered to the priority facility equal to or less than the amount of the original Cap Allocation request. If the capacity offered is equal to the original Cap Allocation request, the applicant must accept the offer and pay the reservation fee within 15 business days. If the Host Customer does not accept the offer or does not pay the reservation fees within 15 Business Days the ACA will be considered withdrawn, and the capacity will be offered to the next priority facility.

If the capacity offered is less than the capacity requested on the ACA, the Host Customer may:

1) Accept the lower Cap Allocation, pay the reservation fee *for the revised Cap Allocation*, and leave the Waiting List;
2) Accept the lower Cap Allocation and remain on the Waiting List until additional capacity becomes available. The reservation fee will be due at a later date when the applicant enters the reservation period; or
3) Reject the offer of the lower capacity and remain on the Waiting List. The available capacity would then be offered to the next priority facility on the Waiting List.

Table of Contents

Loss of Cap Allocation or Position on the Waiting List

Per D.P.U. 23-20-C, Attachment C, at Section 4(E), establishing the System of Assurance of Net Metering Eligibility, the Administrator may be required to revoke a Cap Allocation or position on the Waiting List. Action(s) on the part of the applicant which may result in loss of Cap Allocation or Position on the Waiting List include:

1) Failure to meeting applicable deadlines.
2) Making prohibited changes to the proposed facility, as specified in Section 8(C).
3) Making false assertions, as provided in Section 11.
4) Failure to Comply with Verification requirements, as provided in Section 9(B).
5) Failure to submit Quarterly Reports.

Failure to Meet Deadlines

The Administrator will enforce deadlines set forth in D.P.U. 23-20-C, Attachment C specifically those identified in Sections 7, including but not limited to:

1) Deadlines for interconnection set during the initial Reservation Period, as specified in Section 7(A)(i).
2) Deadlines for interconnection set, or adjusted, by an extended reservation period, as specified in Section 7(B).
3) Deadline for Special Public Facilities to submit all non-ministerial permits and approvals to the Administrator, as specified in Section 7(A)ii. All permits must be submitted within **nine (9) months** of award of a Cap Allocation.

Failure to meet these deadlines will result in a loss of Cap Allocation.

Requests for Extension must be received no later than 30 calendar days before the expiration date of the initial reservation period (or subsequent extended reservation periods, if appropriate). If the request is not received by the Administrator prior to the last 30 calendar days, **an extension will not be awarded.**

Prohibited Changes

Making prohibited changes will result in loss of Cap Allocation or place on the Waiting List, as specified in D.P.U. 23-20-C, Attachment C, at Section 8(C). These include, but are not limited to:

1) Changes to the proposed Facility that require a Cap Allocation under a different Net Metering Cap (i.e., Public to Private Cap, or a change of interconnecting utility).
2) Changes to the type of technology to be installed (i.e. Solar Photovoltaic to Agricultural).
3) Relocation of the Facility to a non-contiguous property.

Failure to Comply with Verification Requirements

The applicant must submit within **fifteen (15) business days** to the Administrator, on request, copies of documents deemed by the Administrator as reasonably necessary to confirm the facts related to a Certification or to investigate any allegation of fraud or misrepresentation in an Application for Cap Allocation or any other document submitted to the Administrator.

False Assertions

If the Administrator determines that an applicant has made one or more false assertions in fulfilling the requirements of the System of Assurance, the Administrator or Department of Public Utilities may revoke the Cap Allocation or place on the Waiting List. The applicant may also be subject to additional, applicable penalties pursuant to G.L. c. 268, §6.

Failure to submit Quarterly Reports

Once a Facility is offered a Cap Allocation, or place on the Waiting List, a Quarterly Report must be submitted on each calendar quarter. Both HC Entity users and Representative linked to an ACA may submit quarterly reports. Failure to file a Quarterly Report to the Administrator is grounds for loss of Cap Allocation or position on the Waiting List.

Dispute Resolution

An applicant aggrieved by an action(s) of the Administrator on an ACA or Cap Allocation may submit a request to the Administrator to resolve the dispute. Submitting requests to dispute actions may be done so by applicants, including Host Customer Entities and their representatives, and their respective Applications for Cap Allocations.

In the administration of the System of Assurance of Net Metering Eligibility, the Administrator seeks to provide applicants and stakeholders an accurate and transparent understanding of the availability of Net Metering in Massachusetts and the process of securing a Cap Allocation. We seek to address each application consistently and in a timely manner, without exception. Prior to entering into the dispute resolution process, the Administrator recommends applicants review D.P.U. 23-20-C, Attachment C and the current statuses of applicable Net Metering Caps. Entering the dispute process does not guarantee favorable resolution, and we hope to provide each applicant an equal and fair opportunity to receive Net Metering Services.

Informal Resolution

To initiate an informal resolution of a dispute, the applicant must contact the Administrator via email at Disputes@MassACA.org with a detailed description of the Administrator's action, the disputed elements, and any supporting document included in the submission with appropriate referencing. In response to the request for informal resolution, the Administrator shall review the documentation and provide a detailed response, and if applicable proposed revision to the action or determination, within **fifteen (15) business** days of the initial request.

The Administrator and applicant will pursue a good faith attempt to resolve dispute informally within 30 business days of the action or determination in dispute. If the parties are unable to resolve the dispute, the aggrieved party may commence arbitration proceeding within 15 business days of the end of the informal resolution period.

Arbitration

If a dispute is unresolved informally within **thirty (30) business days** of a request, an applicant may initiate arbitration. The Administrator has retained Massachusetts Dispute Resolution Services (MDRS) as a neutral and independent arbitration firm to provide arbitration services.

1. The applicant shall initiate arbitration within **fifteen (15) business days of the end of the Informal Resolution period** by submitting a written request summarizing the dispute to MDRS. The written request should be submitted via the Submit Your Case form located on the MDRS website (http://www.mdrs.com/). Please specify the Defendant as the Administrator of the System of Assurance of Net Metering Eligibility and the email as Disputes@MassACA.org.

2. The Applicant must schedule an initial hearing with MDRS to occur within **thirty (30) calendar days** of their request to initiate the arbitration.
3. The applicant is responsible for all Arbitrator's fees and costs. The fees charged to the applicant will be $990.00 for the first two (2) hours, and $370.00 per hour thereafter.
4. Any arbitration will be conducted pursuant to MDRS's posted arbitration rules, and the arbitrator shall render a written decision within **sixty (60) calendar days** of the initiation of arbitration.

Table of Contents