

# MassACA—Preparing for the Notification Date

## Quick Tips for Submitting a Complete Application for Cap Allocation

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### What's New?

The Final Net Metering Regulations<sup>1</sup> outline three criteria that must be met to obtain net metering credits under the “old regime” (i.e., near-retail rate). Specifically, applicants must do the following:

- (1) Submit an ACA before the Notification Date, set for **September 26, 2016, at 2:00 pm EST**;
- (2) Receive notification from the Administrator that the ACA is complete; and
- (3) Obtain a cap allocation (i.e., receive notice from Administrator that reservation fee is paid) by **January 8, 2017**.

### Helpful Reminders for Net Metering Applicants

The following reminders should help you develop and submit an application for cap allocation (ACA) prior to the Notification Date, offering the best chance of receiving a “complete” determination. For questions on the information below or for additional support, contact us at [Administrator@MassACA.org](mailto:Administrator@MassACA.org) or through the Helpline at (877) 357-9030.

#### Only Host Customer Administrators Can Start/Submit an ACA

If you are not a Host Customer Administrator, you will *not* be able to start or submit an application. This means, if the Host Customer Assistants and/or Project Representatives on the ACA assume primary responsibility for completing the ACA, they should communicate with the Host Customer Administrator to ensure timely submission.

#### Trouble Editing Application Prior to Submission?

If you revisit an ACA, be sure to click the “Edit Application” button, which will unlock the ACA and allow editing. After entering the ACA by clicking the Facility ID on the ACA homepage, the “Edit Application” button will be located on the top right of your screen (in gray). Upon completing edits, be sure to click the green “Save Application” button.

#### Don't Stop at Payment of the Application Fee

Just paying the application fee does not mean you have submitted the ACA to the Administrator. Once you are satisfied with your ACA, click “Edit Application” and then “Submit.” This submits the ACA, and you will receive a confirmation e-mail from the Administrator. (If the confirmation does not arrive, be sure to check your Junk/Spam folders!)

#### Double Check Your Application before Submission

As with any application, it is best to double-check the included information. Common mistakes made by applicants that will result in “incomplete” determinations on ACAs include the following:

- Applying to the wrong cap (i.e., public or private) or within the wrong utility service area (i.e., NStar, NGrid, WMECO, Unitil, and NGrid-Nantucket).
- Uploading the incorrect Interconnection Service Agreement (ISA) documents. Check our [ISA and Simplified Interconnection](#) guidance document for further information.
- Failing to upload Site Control Documentation when the Host Customer Entity does not own the site.
- Failing to upload all non-ministerial permits and approvals required for construction and operation of a facility.

Be sure to take advantage of the orange “Validate Application” button, which appears to the right of the “Edit Application” and “Save Application” buttons. This runs a quick check of the ACA to ensure no items are missing.

#### Submit Your ACA Early!

Once submitted, you will receive a determination from the Administrator by e-mail within 15 business days. Consequently, submitting your ACA at least 15 business days ahead of September 26, 2016, at 2:00 pm EDT could allow you to submit another ACA for the same project in the event the original ACA receives an “incomplete” determination.

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<sup>1</sup> Final version of 220 C.M.R. § 18.00 can be found at: [http://www.massaca.org/pdf/220%20CMR%2018%2000%207\\_29\\_16.pdf](http://www.massaca.org/pdf/220%20CMR%2018%2000%207_29_16.pdf)