

FAQ: Self-Certification Form

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Q1. What is the status of my Form?

There are 5 possible statuses for your Form: *Submitted*, *Accepted*, *Partially Accepted*, *Incomplete*, and *Denied*.

- *Submitted*: The Form has been submitted and is being reviewed. The review period typically lasts around 15 business days. Any requests for clarification will be issued within that time period, and the Host Customer or Point of Contact will have 15 business days to follow-up and provide the requested information.
- *Accepted*: The Form has been accepted, and each of the facilities on the Form has been granted a Statutory Exception to the Single Parcel Rule under the exceptions listed on the approved Form.

- *Partially Accepted:* Some facilities on the Form have been granted a Statutory Exception to the Single Parcel Rule, while other facilities were deemed ineligible for any exception. The confirmation email you received indicating the final review status will indicate which facilities were approved, and which were denied.
- *Denied:* The facilities and parcel did not meet the qualifications for a Statutory Exception to the Single Parcel Rule. If you believe this determination was made in error, this must be disputed within 15 business days.
- *Incomplete:* The facilities and the parcel may still meet the qualifications for a Statutory Exception to the Single Parcel Rule, but the Form is missing a key piece of information.

Q2. When does the 15 business day review period begin for submitted Forms?

When the Point of Contact submits the Self-Certification Form and pays the Filing Fee, the Reviewer will receive the completed Form and can begin Review. Within 15 business days of submission, the Reviewer will either notify you of the final status of your Form or request clarification of any missing or incomplete information.

Q3. Can I save and resume an in-progress Form?

Yes. At the bottom of every page, there is a link to “Save and Resume.” You will be provided with a link that will bring you back to the page with your previously entered information. You will also be prompted to enter your email so the link can be emailed to you.

If you want to save and resume at a later point, you will need to generate a new link. Each link is valid for 30 days, after which saved data will be lost. Lost links cannot be retrieved.

Q4. My Form was rejected, can my Filing Fee be refunded?

No, filing fees are non-refundable. If you have questions about the eligibility of your facility to receive a Statutory Exception, please contact help@massaca.org prior to submitting a Form.

Please do not submit Forms which you know to be incomplete and/or ineligible for a Statutory Exception, as your filing fees will not be refunded.

Q5. How can I get help with submitting my Form or ask questions about the Net Metering Program?

You can contact the Reviewer by emailing us at help@massaca.org or calling us at (877) 357-9030.

Q6. I have a net metering facility on my parcel of land that utilizes technology other than solar PV. Can I apply for an Exception to the Single Parcel Rule using the Self-Certification Form?

No. The Statutory Exceptions available through the Self Certification are for solar net metering systems *only*. Host customers proposing to have multiple net metering technologies should submit a request through the Multiple Technologies Blanket Exception form. More information on seeking an Exception to the Single Parcel Rule is available on the Commonwealth's Net Metering website: <https://www.mass.gov/net-metering>. Additionally, links to both the Multiple Technologies Blanket Exception Form and the Statutory Exception are available on the MassACA website: www.MassACA.org

Q7. Can I submit a Form for multiple Statutory Exceptions?

Yes. You can indicate that the parcel and facilities on a Form are eligible for more than one Statutory Exception. All facilities on the parcel must be eligible for each Statutory Exception that is claimed for on the Form. However, Exception 5: *Additional Facility Not Less Than One Year* cannot be combined with any other exception. For cases in which you claim more than one exception type, and each exception type has a different nameplate capacity limit, the higher of the two capacity limits will be the applicable limit.

Q8. If I have facilities on multiple parcels, can I submit a single Form?

No. While multiple facilities seeking a Statutory Exception on a parcel may be included on a single Form, each Form can only include Facilities on the same Parcel.

Q9. I entered incorrect information on the Form. Can I edit the Form after submission?

If you believe that you entered incorrect/incomplete information, or incorrect/incomplete information was entered on your behalf, please reach out to help@massaca.org as soon as possible. We may be able to either reopen the Form for you to be able to correct and resubmit the form or make updates in the course of our review. If we have any questions about the information on a Form or believe that the information submitted will render a Facility ineligible for a Statutory Exception, we will contact the Host Customer or Point of Contact to clarify the information provided.

Q10. If I am eligible for multiple Exceptions, can I add the total available net metering capacities on the parcel?

No. Exceptions are not additive and under no circumstance will Statutory Exceptions be granted which enable more than a total capacity of 10 MW to Net Metering on a single parcel.

- Example 1: in a case for which Facilities are eligible for Exceptions 1 and 3, with total parcel capacity limits of 10 MW and 2 MW, respectively, the higher limit of 10 MW would apply to the parcel. However, it is not permissible to have 10 MW under Exception 1 and an *additional* 2 MW under Exception 3.
- Example 2: in a case for which Facilities are eligible for Exceptions 1 and 2, which both have a total capacity limit of 10 MW, only 10 MW of *total* net metering capacity is permitted on the parcel.

Q11. I'm not sure how to find some of the property information required on the Form. Where can I find guidance?

Please refer to the "Providing Property Information on a Self-Certification Form" for guidance.