

# MA SMART Program Statement of Qualification Application and Incentive Claim Requirements Checklist

All MA SMART Program incentive applications will be submitted via the online application portals that have been created for each of the Electric Distribution Companies (EDCs) as follows:

<https://masmartsolareversource.powerclerk.com> for Eversource

<https://masmatsolarnationalgrid.powerclerk.com> for National Grid

<https://masmartsolarunitil.powerclerk.com> for Unitil

These portals will be accessible once the SMART Program opens for applications. The online Statement of Qualification application portals include web-based forms that need to be completed with names, addresses, contract information, site information, make/model of PV panels and inverters, and other information required to evaluate the application. In addition to the online forms, the following information or documents will be required of applicants. Applicants and developers are encouraged to have these assembled prior to logging on to the application portal.

The Incentive Claim Validation Request is submitted after the project has been completed.

\* Disclaimer: The details of this checklist may be subject to change based on the final terms of the SMART Tariff as approved by the Massachusetts Department of Public Utilities (DPU).\*

## Small Systems (≤ 25 kW AC)

Documentation	Required Submission Timing	
	With Incentive Application Submission	With Incentive Claim Validation Request
Copy of executed contract between installer and customer	✓	
Customer Disclosure Form	✓	
Copy of customer electric utility bill	✓	
Application fee (payable online via credit card)	✓	
Certification form regarding terms & conditions (this will be electronically signed online)	✓	
If applicable, copy of executed Power Purchase Agreement / Lease if the system is third-party owned	✓	
If applicable, documentation of low-income residential utility rate (requirement can be met through submission of utility bill showing customer is on relevant low-income rate)	✓	
If applicable, documentation/specifications on Energy Storage Adder	✓	

## Small Systems (≤ 25 kW AC) continued

Documentation	Required Submission Timing	
	With Incentive Application Submission	With Incentive Claim Validation Request
If applicable, Schedule Z (Net Metering Service Form)		✓
Payment Credit Form, including, if applicable, Payment Credit Transfer Form list of desired allocatees		✓
Renewable Energy Certificate Assignment and Aggregation Form		✓
If applicable and available from the EDC, ACH electronic payment authorization form		✓
Signed W-9		✓
Evidence of utility authorization to interconnect and permission to operate		✓
If applicable (i.e. for BTM systems), Evidence system is ready for Production Meter (Eversource Only)		✓
If applicable (i.e. for BTM systems), Evidence of Production Meter having been installed		✓

## Large Systems (> 25 kW AC but ≤ 5,000 kW AC)

Documentation	Required Submission Timing	
	With Incentive Application Submission	With Incentive Claim Validation Request
Application fee (payable online via credit card)	✓	
Copy of valid, executed, in-force Interconnection Services Agreement	✓	
Evidence of site control	✓	
All non-ministerial permits that may be applicable. These may include but are not limited to the following: <input type="checkbox"/> ZBA rulings, Conservation Commission votes, etc. <input type="checkbox"/> Landfill or Brownfield permits or certifications <input type="checkbox"/> MA Dept. of Environmental Protection, MA Fish & Game, MA Dept. of Agricultural Resources, etc.	✓	
Any Solar Tariff Generation Unit (STGU) seeking an Adder will be required to provide supporting documentation <input type="checkbox"/> Plans and/or specifications documenting Canal, Canopy, Building Mount, etc. <input type="checkbox"/> Energy Storage plans & specifications <input type="checkbox"/> Solar Tracker plans & specifications <input type="checkbox"/> Off-taker based adder documentation	✓	

**Large Systems (> 25 kW AC but ≤ 5,000 kW AC) continued**

Documentation	Required Submission Timing	
	With Incentive Application Submission	With Incentive Claim Validation Request
If applicable (for 1 MW and larger), PURPA Requirements indicating FERC QF filing	✓	
Land use documentation for ground mounted projects > 500 kW ___ If required, Evidence of local zoning regulation for large ground mounted systems ___ Evidence If required, evidence supporting prior development claims, if applicable	✓	
Certification form regarding terms & conditions (this will be electronically signed online)	✓	
Professional Engineer stamped One-Line Diagram	✓	
Ground Mounted >500KW – Professional Engineer letter certifying the system was built to land use performance standards requirements		✓
Either Renewable Energy Certificate Assignment and Aggregation Form (if applicable) or evidence of LMP authorization or Forward Certificate transfer to appropriate EDC		✓
If applicable, Schedule Z (Net Metering Service Form)		✓
Payment Credit Form, including, if applicable, Payment Credit Transfer Form list of desired allocatees		✓
If applicable, ACH electronic payment authorization form		✓
Signed W-9		✓
Evidence of utility permission to operate		✓
Customer disclosure forms signed by all enrolled off-takers for CSS or LICSS systems		✓
Evidence system is ready for Production Meter (Eversource Projects Only)		✓
Evidence of Production Meter installed (if applicable - - BTM systems)		✓

**The following pages provide additional details regarding the items on this checklist.**

**The following Statement of Qualification Application and Claim requirements are for Small STGU projects that are ≤ 25 kW (AC) based on inverter ratings on the CEC approved products list.**

Item	Description
Application Format	<p>All information will be entered online via the portals noted above including the uploading of any required documents. Note that uploaded documents cannot be larger than the 5MB file size per document.</p> <p>Each project developer/organization only needs to create one account in the PowerClerk system, even if the developer has multiple projects. If you use PowerClerk in other states/jurisdictions, you should be able to use your existing account and log-in.</p>
Executed Contract	<p>The Owner of the proposed STGU or their Authorized Agent must submit a copy of an executed contract between the Primary Installer and the Customer of Record. (Customer of Record = the name on the electric utility account) For a STGU for which the Owner is a Third-Party Owner and the Primary Installer is a subcontractor to the Owner, an executed contract between the Owner and the Primary Installer will satisfy this requirement.</p> <p>The contract must identify a project manager, and must include a budget and a timeline. The budget is to include details on all project costs including permitting, compliance with regulatory requirements, engineering, site preparation, equipment procurement, installation materials and labor, operations and maintenance, training, warranty, responsibility for the SQ Application, utility interconnection, and compliance with all applicable laws.</p>
Customer Disclosure Form	<p>Prospective STGUs with capacities less than or equal to 25 kW will be required to submit a copy of a Customer Disclosure Form signed by the Owner as part of the SQ Application. If the STGU Owner is a Third-Party Owner, the form must be signed by the Customer of Record.</p> <p><b>NOTE:</b> Community Solar projects will also need to provide Customer Disclosure forms for all member off-takers, but these can be submitted at the time of project completion when submitting the incentive claim.</p>
Electric Utility Bill and Account Number	<p>Applicants must provide a copy of a current electric utility bill that includes the account number and rate code. <u>For most applicants, this will be required at the time of application.</u></p> <ul style="list-style-type: none"> <li>• For new accounts such as for new construction, or for standalone systems that have not yet been assigned an account number by the utility, acceptable documentation will be a copy of the New Construction/Pending account application or approval documents and tracking numbers.</li> <li>• In cases of an STGU being installed in a behind the meter situation in order to at least partially offset existing on-site load, a copy of the electric utility bill and account number must be uploaded by the time of project completion and incentive claim.</li> </ul>

Item	Description
Application Fee	The Application Fee must be paid online via credit card in order for the application to be completed and added to the applications in the queue for evaluation.
Certification Form	Applicants will be required to affirm and certify that all information provided is true and accurate and that they agree to the Program Terms and Conditions. The Certification Form will be signed electronically online.
Third-Party Ownership (if applicable)	If the Owner of a proposed STGU that is less than or equal to 25 kW is a Third-Party Owner, the Owner or their Authorized Agent must also submit an executed contract Power Purchase Agreement (PPA) or Lease with the Customer of Record.
Low Income STGU (if applicable)	<p>Prospective STGUs with capacities less than or equal to 25 kW seeking an SQ as a Low Income Generation Unit must provide evidence that the Customer of Record is classified as a Low Income Customer by the applicable EDC. This is generally done by providing a copy of the utility bill showing the eligible rate code.</p> <p>In the case of multi-family properties, evidence must be provided that at least 50% of the residents of the property are classified as a Low Income Customer by the applicable EDC.</p>
Energy Storage Adder (if applicable)	Prospective STGUs that are applying for the Energy Storage Adder will need to input equipment data into the online forms such as manufacturer make and model, as well as key performance ratings. Applicants will also need to upload copies of equipment specifications and related documents.
Schedule Z (Net Metering Service Form)	Applicants requesting net metering service and/or the allocation of net metering credits to alternative EDC service accounts will be required to submit an EDC approved Schedule Z form as part of the Incentive Claim Validation Request.
Payment Credit Transfer Form	All applicants must submit a completed Payment Credit Transfer Form as part of their Incentive Claim Validation Request. Alternative On-Bill Credit transfers to third-party accounts may also be required to submit to the EDC an approved Payment Credit Transfer forms prior to the Incentive Claim Validation Request.
Renewable Energy Certificate Assignment and Aggregation Form	The Incentive Claim Validation Request includes a Renewable Energy Certificate Assignment and Aggregation Form. In exchange for SMART incentive payments, owners of STGU's of less than or equal to 60 kW in nameplate capacity will be required to provide this documentation assigning any Renewable Energy Credits created by their systems to the relevant EDC.
ACH electronic payment authorization form	If applicable and available from the EDC, applicants wishing to receive incentive payments via EFT or ACH mechanisms will need to provide relevant banking information so that each EDC may send payments to the appropriate location.
Signed W-9	As MA SMART incentive payments will be subject to US federal income taxes, all applicants will be required to submit a completed and signed W-9 form prior to approval of a Claim Request.

Item	Description
Authorization to Interconnect	<p>In order to receive final Statement of Qualification (SQ), all Small (<math>\leq 25</math> kW AC) STGUs must provide a copy of the authorization to interconnect and permission to operate issued by the applicable EDC during the Incentive Claim process.</p> <p>For <b>projects less than or equal to 25 kW (AC)</b>, the authorization to interconnect and permission to operate must be provided <b>by the time of project completion</b> in order to claim the SMART Program incentive.</p> <p>Each participating EDC has its own interconnection process. Please go to the appropriate utility based on the location of your proposed project to submit an interconnection service agreement application:</p> <p><a href="#">Eversource interconnection website</a>  <a href="#">National Grid interconnection website</a>  <a href="#">Unitil interconnection website</a></p>
Evidence system is ready for Production Meter	Applicants for Eversource projects must upload a “wires form” or “inspector’s site certification” as part of the Incentive Claim Validation Request process.
Evidence of Production Meter Installed	Behind-the-Meter installations will require the utility installation of a second, revenue-grade meter for purposes of capturing STGU production data. The participating EDC will provide documentation demonstrating the date of the installation of this meter, which will be required for Incentive Claim Validations for STGU’s.
<p><b>The following Statement of Qualification Application and Claim requirements are for Large STGU projects greater than 25 kW (AC). These are required in addition to any of the applicable materials noted in the Small projects sections above, or the following requirements for Large replace the equivalent Small requirement.</b></p>	
Authorization to Interconnect	<p>To receive and retain a preliminary Statement of Qualification (SQ), all Large STGUs (<math>&gt; 25</math> kW AC but <math>\leq 5,000</math> kW AC) must provide a copy of the authorization to interconnect issued by the applicable EDC at the time of Application.</p> <p>For <b>projects with a capacity greater than 25 kW (AC)</b>, this authorization is called an Interconnection Service Agreement (ISA). Applicants must provide a copy of the valid and fully executed ISA <b>at the time of application</b> for the SQ.</p> <p>Each participating EDC has its own interconnection process. Please go to the appropriate utility based on the location of your proposed project to submit an interconnection service agreement application:</p> <p><a href="#">Eversource interconnection website</a>  <a href="#">National Grid interconnection website</a>  <a href="#">Unitil interconnection website</a></p>

Item	Description
Demonstrate Sufficient Real Estate Interest, Evidence of Site Control, or Permission to Build	All Applicants will be required to submit documentation demonstrating that they have rights and/or authority to construct their proposed STGU at the location specified in their ISA. Examples of acceptable documentation include, but are not limited to, a deed, purchase and sales agreement, an exclusive lease option, or the copy of the signed contract (requested previously) if the contract clearly demonstrates this requirement.
Necessary Governmental Permits and Approvals Required to Construct	<p>All applicants will be required to submit documentation demonstrating that they have received all necessary non-ministerial government permits to construct the proposed STGU at the location specified in their ISA. Non-ministerial permits are considered to be any required permit issued as part of a process such as:</p> <ul style="list-style-type: none"> <li>• Zoning Board of Appeal (ZBA) rulings</li> <li>• Conservation Commission approvals</li> <li>• Landfill or Brownfield permits or certifications</li> <li>• MA Dept. of Environmental Protection permits or approvals</li> <li>• MA Fish and Game permits or approvals</li> <li>• MA Dept. of Agricultural permits or approvals</li> <li>• Pre-determination letter(s) from the MA Dept. of Energy Resources</li> <li>• Other permits or approvals as applicable for the site or condition</li> </ul> <p>Note the ministerial permits such as building permits, electrical permits, traffic permits, etc. are not required at the time of submitting the SMART application.</p>
Adder Eligibility Documentation	<p>At the time of application, any proposed STGU seeking an Adder will be required to provide documentation or evidence that they are eligible for the Adder(s). This may include:</p> <ul style="list-style-type: none"> <li>• Plans and/or specifications documenting eligibility for the Canopy, Building Mount, or other Location Based Adders</li> <li>• Energy Storage equipment data, plans, and specifications</li> <li>• Solar Tracker equipment data, plans, and specifications</li> <li>• Public Entity STGU: evidence that property is fully owned by a municipality or the Commonwealth of Massachusetts and that all energy produced will be used by an eligible public entity</li> </ul>
PURPA Requirements	Any proposed STGU that is subject to the Public Utilities Regulatory Policies Act of 1978 (PURPA) must supply evidence of compliance. An STGU $\geq$ 1 MW must file Form 556 with the Federal Energy Regulatory Commission (FERC) as a Qualifying Facility (QF). Any STGU with this requirement may self-certify with FERC as a QF.

Item	Description
Required Land Use Documentation (for Ground Mounted Systems >500KW)	<p>At Application, submit documentation validating that all land use requirements associated with their application will be met. This may include:</p> <ul style="list-style-type: none"> <li>• Evidence of local zoning regulation for large ground mounted systems</li> <li>• Evidence supporting prior development claims, if applicable</li> <li>• Or have received an exemption from DOER</li> </ul> <p>At the time of Incentive Claim Validation Request, Applicants must submit PE stamped civil engineering documentation that indicate performance standards compliance and validating that all land use requirements were met.</p> <p>Applicants may be subject to a Greenfield Subtractor depending on the nature of the Land Use documentation supplied.</p>
Agricultural Solar Adder	Agricultural Solar Adder Applicants will need a Pre-determination letter from MA DOER. Applicants may also need to provide MA Dept. of Agriculture applicable Agricultural Preservation Restrictions for the site. Also, design drawings, crop production impacts, and MGL chapter 61A documentation may be required.
Floating Solar Adder	Applicants applying for the Floating Solar Adder will need a Pre-determination letter from MA DOER and approval from the local wetlands authority as necessary at the time of Application.
Brownfield Adder	Applicants applying for the Brownfield Adder will need a Pre-determination letter from MA DOER and must provide a copy at the time of Application.
Landfill Adder	Applicants applying for the Landfill Adder will need a Post-Closure use permit issued by the Massachusetts Department of Environmental Protection.
Electrical Diagram	Applicants applying for Large STGUs (> 25 kW AC) must provide an electrical drawing or diagram stamped by a Professional Engineer (PE) that includes details on the voltages, inverter, meter placements and other information sufficient to confirm eligibility.
Community Solar Off-Takers Documentation	Community Solar Off-Taker agreements and documents such as a Schedule Z (for net metering STGUs) or a Payment Credit Transfer Form (for Alternative On-Bill Credit STGUs) will be required. When submitting the Incentive Claim Validation Request, Community Solar projects need to provide Customer Disclosure forms for all member off-takers.
Low Income Community Solar Documentation	Community Solar Off-Taker agreements and documents such as a Schedule Z (for net metering STGUs) or a Payment Credit Transfer Form (for Alternative On-Bill Credit STGUs) will be required. By the time the Incentive Claim Validation Request is submitted, Applicants must provide satisfactory documentation such as Customer Disclosure forms AND copies of electric utility bills from each Customer of Record that demonstrate at least 50% of output will be off-taken by eligible low income customers.
Low Income Property STGU	At the time of application, Applicants must provide documentation that all energy output will be received on account(s) serving low or moderate-income housing where at least 20% of the residents are classified as very low income, or 25% of the residents are low income. Please review the <a href="#">Low Income Generation Units Guideline</a> for further details.
Evidence of utility permission to operate	During the Incentive Claim Validation process, and in order to receive the final Statement of Qualification (SQ), all Large STGUs (> 25 kW AC; ≤ 5,000 kW AC) must provide a copy of permission to operate, which includes the commercial operation date, issued by the applicable EDC