

Documentation requirements for Small Systems (≤ 25 kW AC)	Required with Incentive Application Submission	Required with Incentive Claim Validation Request
Copy of executed contract between installer and customer	✓	
If applicable, copy of executed Power Purchase Agreement / Lease if the system is third-party owned	✓	
Customer Disclosure Form – Low Income eligible projects must submit the updated disclosure form found in the resources section of this site	✓	
Copy of customer electric utility bill no older than 3 months of application submittal date *If applicable, Eversource BTM or SA projects requesting new service may submit applications without a bill	✓	
If applicable, documentation/specifications on Energy Storage Adder	✓	
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 or proof off-taker resides in Low Income Eligible Area as shown in the Environmental Justice Communities in Massachusetts interactive map)	✓	
Certification form regarding terms & conditions (this will be electronically signed online)	✓	
Application fee (payable online via credit card)	✓	
Evidence of utility authorization to interconnect and permission to operate (ATI email from electric provider)		✓
*If applicable, Eversource BTM and SA projects that submitted an application without a bill must provide a bill showing account number, address and utility rate code at time of claim submittal		✓
If applicable (Ngrid BTM or Unitil BTM/Standalone systems), Evidence of Production Meter having been installed (Ngrid/Unitil Generation Meter Install email)		✓
If applicable (Ngrid Standalone systems), Evidence of asset registration (Asset Registration email)		✓
Renewable Energy Certificate Assignment and Aggregation Form (BTM systems only)		✓
Signed W-9		✓
ACH electronic payment authorization form (Ngrid only)		✓

Payment Credit Form, including, if applicable, Payment Credit Transfer Form list of desired allocatees (Ngrid and Unitil only)		✓
If applicable, Schedule Z (Net Metering Service Form)		✓
If applicable, proof of ATI for added storage provided by electric provider		✓
Documentation requirements for Large Systems (> 25 kW AC but ≤ 5,000 kW AC)	Required with Incentive Application Submission	Required with Incentive Claim Validation Request
Copy of valid, executed, in-force Interconnection Services Agreement (optional for Public Entity projects)	✓	
BTM projects must submit a copy of customer electric utility bill no older than 3 months of application submittal date *If applicable, Eversource BTM projects requesting new service may submit applications without a bill	✓	
Evidence of site control	✓	
All non-ministerial permits that may be applicable (optional for Public Entity projects). These may include but are not limited to the following: <ul style="list-style-type: none"> • ZBA rulings, Conservation Commission votes, etc. • Landfill or Brownfield permits or certifications • 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: <ul style="list-style-type: none"> • Canopy, Building Mount, Floating, etc. Adder: Plans and/or specifications documenting • Energy Storage: An executed ISA inclusive of storage (optional for Public Entity projects), energy storage specification data sheet • Pollinator: Minimum of Silver Certification from University of Massachusetts Clean Energy Extension Pollinator-Friendly Certification Program • Solar Tracker plans & specifications • Public Entity: Evidence that a Municipality or Other Governmental Entity has awarded a contract to develop a Solar Tariff Generation Unit 	✓	
If applicable (for 1 MW and larger), PURPA Requirements indicating FERC QF filing	✓	

Land use documentation for all ground mounted projects: <ul style="list-style-type: none"> Evidence of local zoning regulation for large ground mounted systems Evidence supporting prior development claims, if applicable If applicable, proof project is not located on Land in Agricultural Use or Important Agricultural Farmland 	✓	
Professional Engineer stamped One-Line Diagram	✓	
Certification form regarding terms & conditions (this will be electronically signed online)	✓	
Documentation requirements for Large Systems (> 25 kW AC but ≤ 5,000 kW AC), Continued	Required with Incentive Application Submission	Required with Incentive Claim Validation Request
Evidence of utility authorization to interconnect and permission to operate (ATI email from electric provider)		✓
If applicable, fully executed ISA for Public Entity projects submitted after 4/15/20		✓
If applicable, fully executed Right to Construct for Public Entity projects submitted after 4/15/20		✓
If applicable, Landfill Post Closure Permit for Public Entity projects submitted after 4/15/20		✓
If applicable, Eversource BTM and SA projects that have not received a bill at the time of claim filing can submit their claim without documentation showing account number		✓
If applicable, Ngrid BTM or Unutil BTM/Standalone systems, Evidence of Production Meter having been installed (Ngrid/Unutil Generation Meter Install email)		✓
If applicable, Ngrid Standalone systems, Evidence of asset registration (Asset Registration email)		✓
Ground Mounted >500KW not sited on Brownfield or Landfill, 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, AOBC/Schedule Z form for CS or LICSS off-takers		✓
If applicable, disclosure forms for CS or LICSS off-takers		✓

If applicable, proof of low-income rate for LICSS, copy of off-taker bill showing low-income rate or proof off-taker resides in Low Income Eligible Area as shown in the Environmental Justice Communities in Massachusetts interactive map		✓
If applicable, Public Entity projects must provide proof of assignment of 100% of its output to the Municipality or Other Governmental Entities in the Municipality in which the Solar Tariff Generation Unit is sited Public Entity		✓
Signed W-9		✓
If applicable, ACH electronic payment authorization form (Ngrid only)		✓
If applicable, copy of voided check (Ngrid only)		✓
If applicable, Payment Credit Form, including, if applicable, Payment Credit Transfer Form list of desired allocatees (Ngrid and Unitil only)		✓
If applicable, Schedule Z (Net Metering Service Form)		✓
If applicable, proof of ATI for added storage provided by electric provider		✓