

POLLINATOR-FRIENDLY CERTIFICATION FOR MASSACHUSETTS SOLAR PV ARRAYS
CERTIFICATION PROCEDURE AND FEES

This document provides directions regarding 1) how to apply for certification through the UMass Clean Energy Extension Pollinator-Friendly Certification Program for Solar PV Arrays, 2) how to maintain the certification on an annual basis, and 3) the schedule of required documents and fees to be submitted to UMass Clean Energy Extension to maintain certification.

Note that it is HIGHLY recommended that you submit an Application Form to CEE for review prior to carrying out any work at a proposed pollinator-friendly solar facility. This is necessary to ensure that the development plan and activities are in line with certification criteria, and that the site will ultimately be able to obtain certification.

How to Apply for Certification

1. Review the *Pollinator-Friendly Certification Criteria for Solar PV Arrays in Massachusetts* and *Pollinator-Friendly Best Management Practices for Solar PV Arrays* documents, available on the UMass Clean Energy Extension (CEE) website (<https://ag.umass.edu/clean-energy/current-initiatives/pollinator-friendly-solar-pv-for-massachusetts>), to make sure a pollinator-friendly design is compatible with your project.
2. Contract with an environmental professional to prepare a plan for site establishment and maintenance. Complete our *Application Form*, including all requested plan information.
3. Contact CEE with any questions you have regarding this program, which are not addressed by the resources on our website.
4. Submit your application to CEE via e-mail (zdowling@umass.edu).
5. Pay the associated Application Fee. The Application Fee is based on the capacity of the solar PV array in MW DC. The Application Fee is \$2000, plus \$1 per kW DC for projects above 1.25 MW DC. The maximum fee is \$15,000. A payment link will be made available on our website as soon as possible. In the meantime, payment can be processed via a check made out to "UMass," and mailed to: UMass Clean Energy Extension, 209 Agricultural Engineering Building, University of Massachusetts, 250 Natural Resources Way, Amherst, MA 01003-9295.
6. We will review your application and respond within 10 business days. In many cases, there may be points of clarification or minor changes that need to be made to the plan, before the project can be certified. If the application is received during the growing season, we may request to set up a site visit to view current vegetation on-site.
7. Once your project has been approved for certification, you will receive a Letter of Certification from CEE. This certification will be valid from the date of certification, through one complete growing season, and through to the end of the following February. For example, if your project is certified in November 2020, the certification will be valid through 2021, and will expire at the

end of February 2022. If your project is certified in March 2021, the certification will likewise be valid through 2021, and will expire at the end of February 2022.

8. If you are working with DOER to receive a Pollinator-Friendly SMART adder, this Letter of Certification can be submitted to DOER as proof of certification.

How to Maintain Certification

1. Letters of Certification are valid through the end of February of each year. Re-certification documents must be submitted to UMass Clean Energy Extension (CEE) by January 31 of each year, in order to ensure that the project can be re-certified and receive a new Letter of Certification, before the old Letter expires at the end of February. You will receive a reminder regarding the necessary documents to be submitted. The required documents and fees associated with re-submission are listed in the *Certification Submission Schedule* on Page 3.
2. Once your submission documents have been received and approved, you will receive a new Letter of Certification, valid for one year, through the following February.
3. If you are working with DOER to receive a SMART adder, you will need to submit the initial Letter of Certification as proof of participation in the program. However, following that initial submission, we will keep DOER informed of your continued participation in the program, and you will not need to submit your letter to DOER in order to receive the SMART adder.
4. Each year, your submission documents will include an annual maintenance log, listing relevant management work conducted in the previous calendar year. Use the *Annual Maintenance Log* form.
5. Following site establishment (after 3 growing seasons), the site will need to be monitored to determine whether it is successfully meeting criteria, in order to continue to maintain certification. In January, before the beginning of the fourth growing season, you will be asked to work out a plan with CEE to allow access for monitoring, and to pay the required Re-Certification Fee (\$5,000) to cover the cost of monitoring. This monitoring will occur over the course of the fourth growing season. CEE staff, or a UMass-contracted vendor, will need to access the site to conduct monitoring. Depending on the level of certification, three or four visits of one day each will be required.
6. If the site is successfully meeting Certification Criteria (as evaluated during the fourth growing season), further monitoring will not be required until the seventh growing season. Monitoring will continue to be conducted every third year through the lifetime of the project (assumed to be about 20 years).
7. If the site is NOT successfully meeting Certification Criteria (as evaluated during the fourth growing season), we will work with you to revise planned management at the site, to bring the site into compliance with the Certification Criteria. Monitoring may need to be conducted during the fifth or sixth growing season to ensure the project is back on track to meet the Certification Criteria. We will work with you to develop an appropriate plan for management and monitoring on a project by project basis, dependent on the needs at the site. If the facility owner chooses not to work to restore the site to meet minimum Certification Criteria, the site will not be re-certified.

Certification Submission Schedule

Timeframe	Submission Documents	Fee
Initial Certification	Approved Application, including plan for site establishment and maintenance	Application Fee, based on project capacity (see Page 1, #5).
January following 1st growing season	Annual Maintenance Log	No Fee
January following 2nd growing season	Annual Maintenance Log	No Fee
January following 3rd growing season	Annual Maintenance Log; coordinate with CEE regarding site access for monitoring	\$5,000
January following 4th growing season	Annual Maintenance Log; Revised Plan, if necessary	No Fee
January following 5th growing season	Annual Maintenance Log	No Fee
January following 6th growing season	Annual Maintenance Log; coordinate with CEE regarding site access for monitoring	\$5,000
January following 7th growing season	Annual Maintenance Log	No Fee
January following 8th growing season	Annual Maintenance Log	No Fee
January following 9th growing season	Annual Maintenance Log; coordinate with CEE regarding site access for monitoring	\$5,000
January following 10th growing season	Annual Maintenance Log	No Fee
January following 11th growing season	Annual Maintenance Log	No Fee
January following 12th growing season	Annual Maintenance Log; coordinate with CEE regarding site access for monitoring	\$5,000
January following 13th growing season	Annual Maintenance Log	No Fee
January following 14th growing season	Annual Maintenance Log	No Fee
January following 15th growing season	Annual Maintenance Log; coordinate with CEE regarding site access for monitoring	\$5,000
January following 16th growing season	Annual Maintenance Log	No Fee
January following 17th growing season	Annual Maintenance Log	No Fee
January following 18th growing season	Annual Maintenance Log; coordinate with CEE regarding site access for monitoring	\$5,000
January following 19th growing season	Annual Maintenance Log	No Fee
January following 20th growing season	Annual Maintenance Log	No Fee