

VERMONT ENERGY EFFICIENCY UTILITY (VEEU) FUND

Remittance Instructions

I. Filing Requirements and General Instructions

A. Introduction

In 1999, the State of Vermont established its first statewide Energy Efficiency Utility. Since 2000, Vermont electric customers have paid an Energy Efficiency Charge (EEC). This charge was ordered by the Vermont Public Utility Commission (“PUC” or “Commission”) to fund energy efficiency programs for customers throughout the state of Vermont in Docket No. 5980.

In Docket No. 6741, the Commission adopted a new established methodology for billing the EEC for electrical distribution utilities. In a November 1, 2019 Order in Case No. 19-3402-INV, the Commission set the EEC rates for the year 2020. The controlling document for these instructions and worksheets is Commission rule 5.300, section 5.309.

In an Order in Case No. 18-2867-INV, the Commission appointed Vermont Energy Investment Corporation (VEIC) as Fiscal Agent for Efficiency Vermont beginning January 1, 2020. In a November 7, 2019 Order in the same case, the Commission approved the Transition Plan which included a schedule for the transition of EEC collections to VEIC beginning on January 1, 2020.

B. Who Must File

All electric distribution utilities operating in the state of Vermont are required to contribute to the VEEU Fund. Payment of the EEC by customers of electric distribution utilities is a requirement for service and is subject to applicable law and Commission rules, including but not limited to those rules governing deposits and disconnection for non-payment.

C. When and Where to File

Monthly submissions must be received by the VEEU fiscal agent, VEIC, no later than 23 days after the end of the billing month. Worksheets and instructions can be found on the VEIC website at: www.veic.org. See Attachment A for the FY2019-2020 VEEU Fund reporting schedule.

FY2019 Sales: Remittances for November and December 2019 sales should be submitted to VEIC beginning January 1, 2020. Other outstanding 2019 remittances (for sales prior to November) not paid to Batchelder and Associates, PC by December 31, 2019, should also be submitted to VEIC beginning January 1, 2020.

FY2020 Sales: The first FY2020 submission is due by March 23, 2020, based on January data/revenue billed in February.

The current VEEU contribution period (Fiscal Year 2020) will include revenues from sales for services rendered from January 1, 2020 through December 31, 2020. The EEC for 2020 should be effective on bills rendered to your customers on or after February 1, 2020, with no proration, for January, 2020 charges.

D. Compliance

Utilities failing to submit a VEEU Fund worksheet and payment in a timely manner will be reported as delinquent to the Commission.

II. Line-by-Line Instructions for Completion of the VEEU Worksheet

All information provided on the worksheet must be legible and printed in ink or typed. Complete the information in boxes A-D at the top of the worksheet as follows:

Box A-Company Code

All utilities should continue to use their previously assigned company codes. Please see Attachment B for Company Codes.

Box B- Submission Date

The Submission Date is the date the remittance worksheet is being forwarded to VEIC. The worksheet and payment must be received no later than 23 days after the end of the billing month. Please see Attachment A - "FY2019-20 VEEU Fund Reporting Schedule".

Box C- Revenue Month

The Revenue Month indicates the month and year that corresponds to the revenue and consumption data being reported. Please see Attachment A - "FY2019-20 VEEU Fund Reporting Schedule".

Box D- Original or Revision

Indicate whether this is the original or revised submission for the data month being reported. Revisions should only be used to report errors. Provide actual revised revenue amounts, not differences.

Section 1 – Distribution Utility Information

Line 1.a. - Company Name

Enter the carrier name that identifies the submitting entity and/or any "doing business as" (d/b/a) names if applicable.

Line 1.b. - Complete Mailing Address

Enter the complete mailing address of the electrical distribution utility including street address, city, state, zip, suite numbers, floor, etc.

Line 1.c. - Telephone

Enter telephone number for the company headquarters.

Line 1.d. - Fax

Enter fax number for the company headquarters.

Line 1.e. - E-Mail Address

Enter e-mail address for the company headquarters.

Section 2 – Consumption Data in Kilowatt Hours (kWh) and Kilowatts (kW)

Line 2.a. - Total Residential Kilowatt Hours (kWh) entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kWh entered.

Line 2.b. - Total Commercial Non-Demand Customer Sales entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kWh entered.

Line 2.c. - Total Commercial Demand Customer Sales entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kWh entered.

Line 2.d. - Total Commercial Demand Customer Billed Capacity entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kW entered.

Line 2.e. – Total Industrial Non-Demand Customer Sales entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kWh entered.

Line 2.f. - Total Industrial Demand Customer Sales entered here should be for the revenue data month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kWh entered.

Line 2.g. - Total Industrial Demand Customer Billed Capacity entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The remittance dollar value based on the assessment rate will pre-populate in the cell to the right based on the kW entered.

Line 2.h. - Total Street Light and Area Lights Kilowatt hours entered here should be for the Revenue Month indicated in Box C of this form and should correspond to the official accounting records of the company. The total dollar value based on the assessment rate will populate in the cell to the right based on the kWh entered.

Section 3 - Remittance Total

Line 3.a. - Total Remittance Due to the VEEU Fund

The total dollar value of the amounts entered on Line 2.a. through 2.h. will pre-populate in this cell based on values calculated in Lines 2.a. through 2.h.

Section 4 - Certification

Line 4.a. - Officer Name Information

Enter the date, officer name, officer signature, and officer title. The officer's signature attests to the accuracy of all information on the remittance worksheet.

Line 4.b. - Contact Name Information

Enter the date, preparer name, preparer signature and preparer title. This person should be able to provide worksheet clarification and serve as the first point of contact for the VEEU fiscal agent.

Line 4.c. - Prepares Complete Mailing Address

Enter the preparer's complete mailing address, including street address, PO Box number, suite number, city, state, and zip code. This will serve as the address where all future correspondence and statements will be mailed.

Line 4.d.- Preparer Telephone, Fax, and E-Mail

Enter the preparer's telephone number, fax number and e-mail address.

Section 5 – Payment Information and Contact Information

Please make check payable to “VEEU”

Select Payment Method (check, wire or ACH)

Enter Remittance Amount (\$)

VEIC contacts for assistance or questions:

- Scott Charbonneau (802) 540-7721 SCharbonneau@veic.org, or
- Jim Massie (802) 540-7750 JMassie@veic.org

ATTACHMENT A
FY 2019-20 VEEU FUND REPORTING SCHEDULE

| WORKSHEETS AND PAYMENTS DUE TO VEIC | REVENUE MONTH TO BE REPORTED |
|--|---|
| January 23, 2020 | November 2019 |
| February 21, 2020* | December 2019 |
| March 23, 2020 | January, 2020 |
| April 23, 2020 | February, 2020 |
| May 22, 2020* | March, 2020 |
| June 23, 2020 | April, 2020 |
| July 23, 2020 | May, 2020 |
| August 21, 2020* | June, 2020 |
| September 23, 2020 | July, 2020 |
| October 23, 2020 | August, 2020 |
| November 23, 2020 | September, 2020 |
| December 23, 2020 | October, 2020 |
| January 22, 2021* | November, 2020 |
| February 23, 2021 | December, 2020 |

*If the due date lands on Saturday or Sunday, the worksheet and payment will be due the Friday before.

2020 EEC Rates for Efficiency Vermont

Rates for Customers without Demand Charges

Residential \$0.01188/kWh
Commercial \$0.01024/kWh
Industrial \$0.00757/kWh

Rates for Customers with Demand Charges

Commercial demand customers \$0.00662/kWh plus \$1.13825/kW
Industrial demand customers \$0.00521/kWh plus \$1.21316/kW

Rates for Unmetered Street and Security Light Customers

\$0.01024/kWh times the nominal wattage of the light times 360 hours per month

ATTACHMENT B
Vermont Distribution Utility Company Codes
for use in Box A of VEEU Remittance Worksheet

| COMPANY CODE | UTILITY NAME |
|---------------------|---|
| VTE-001 | Barton Village, Inc. Electric Dept. |
| VTE-005 | Enosburg Falls Water & Light Dept. |
| VTE-006 | Green Mountain Power Corporation |
| VTE-007 | Hardwick Electric Dept., Town of |
| VTE-008 | Hyde Park Electric Dept., Village of |
| VTE-009 | Jacksonville Electric Company, Village of |
| VTE-010 | Johnson Water & Light Dept., Village of |
| VTE-011 | Ludlow Electric Light Dept., Village of |
| VTE-012 | Lyndonville Electric Dept., Village of |
| VTE-013 | Morrisville Water & Light Dept., Village of |
| VTE-014 | Northfield Electric Dept., Village of |
| VTE-016 | Orleans Electric Dept., Village of |
| VTE-019 | Stowe Electric Dept., Town of |
| VTE-020 | Swanton Village Inc. Electric Dept. |
| VTE-021 | Vermont Electric Cooperative, Inc. |
| VTE-022 | Washington Electric Cooperative, Inc. |
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