



**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Act 99 workshop e-mail list; participants in case 18-0086-INV re biennial update of the net-metering program; all Vermont electric distribution utilities; state agencies who receive notice of net-metering cases

From: Ann Bishop, ePUC Project Manager *AB*

Re: Filing Requests in ePUC for Commission Action Related to Approved Net-Metering Projects

Date: February 12, 2018

As you know, all requests for Vermont Public Utility Commission (“Commission”) actions related to net-metering projects can be filed in ePUC. This includes requests for amendment, transfers of net-metering CPGs, and requests for extensions of net-metering CPGs. However, there is some confusion regarding which ePUC form to use to file those requests. Except in cases involving amendments to pending CPG applications, all of those requests are filed as a new case in ePUC. Specific instructions are shown below.

Request for an amendment to an approved net-metering system of any size

- See PUC Rule 5.109 to determine if the request is for a minor amendment or a major amendment.
- If the request is for a minor amendment:
 - Select “Petition” in the left navigation.
 - Select a filing type of “Other.”
 - Select a petition subject matter of “Notice of minor amendment to net-metering CPG.”
 - Upload a letter describing the proposed change as a “Notice of minor amendment.”
- If the request is for a major amendment:
 - Select the same form in the left navigation that you would use if the amended net-metering system were a new system (either “Net-Metering Registration & Application” or “Petition” with a filing type of “Section 8010 (Net-metering).”

Transfer of a net-metering CPG for a system of any size

- Determine whether the transfer is with a change in the ownership of the host property or separate from such a change.
- Complete the correct CPG transfer form (available on the Commission's website at <http://puc.vermont.gov/about-us/forms>).
- Regardless of which transfer form is being filed:
 - Select "Petition" in the left navigation.
 - Select a filing type of "Other."
 - Select a petition subject matter of "Transfer of net-metering CPG."
 - Upload a completed CPG transfer form as an "Other document filed with the Commission."

Request for an extension of a net-metering CPG for a system of any size

- Select "Petition" in the left navigation.
- Select a filing type of "Other."
- Select a petition subject matter of "Request to extend net-metering CPG."
- Upload a written request for an extension as a "Petition."