



**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Vermont Municipal and Cooperative Electric Utilities
From: Ann Bishop, ePUC Project Manager *AB*
Re: Filing a Tariff Case Pursuant to 30 V.S.A. § 218d(n) in ePUC
Date: November 8, 2021

On October 18, 2021, the Vermont Public Utility Commission (“Commission”) approved standards and procedures implementing a simplified process for the Commission to review the proposal of a municipal or cooperative electric utility to change its rates pursuant to 30 V.S.A. § 218d(n). This memorandum provides guidance on how to file such a tariff case in ePUC.

As shown in the screenshot below, the filer should select “Muni/coop rate change - § 218d(n)” from the drop-down menu that appears when the filer clicks on the “Type of Proposed Tariff” field on the form used to file a new tariff case.

Tariff

Tariff-Portal

– Tariff Filing Information

Are you filing a tariff for a new service, modifying a pending tariff, or modifying a tariff that is currently in effect?*

Modify Tariff Currently in Effect

Type of Industry*

Electric

Type of Proposed Tariff*

Subject Area of Proposed Tariff
(this will usually be "Other")*

If you are requesting a waiver, provide reason.
If you are not requesting a waiver, leave blank.

Other Information

- Muni/coop rate change - § 218d(n)
- Non-Substantive
- Other
- Rate design
- Rate increase or decrease
- Terms and conditions
- Telecommunications notice
- Telecommunications promotion
- Withdrawal of current tariff

Selecting this option ensures that panels will appear where the filer can upload the documents required to be filed with a Section 218d(n) tariff filing, including:

- Tariff sheets showing the new rates and redlined versions of the old tariff sheets;
- A copy of the customer notice regarding the rate change that was provided to the utility's ratepayers;
- A rate analysis describing the rationale for the rate change, a description of the material drivers of the need for the rate change, and an analysis of the request documenting compliance with the criteria for filing a rate change under 30 V.S.A. § 218d(n); and
- Documentation showing that the utility has received approval for the rate change from its governing body at a duly warned meeting held for such purpose.

Screenshots of these panels appear below.

The screenshot displays two panels from a web application. The top panel is titled "Tariff Clean Version - Required" and contains the following elements:

- Instructional text: "If you would like to add another Tariff, click on the +; to remove a Tariff, click on the -."
- Section header: "Tariff - Clean Version"
- Form field: "Current Tariff Title*" with a text input box and a sub-instruction: "Start typing your company name, and then select the Tariff you wish to modify/withdraw."
- Form field: "Proposed Effective Date*" with a date input box.
- Form field: "Proposed Tariff Title*" with a large text input box and a help icon.
- Reminder text: "Reminder: You must upload the **entire** tariff section, not only those pages with changes."
- Form field: "Upload Clean Version*" with a "Browse..." button and the text "No file selected."
- Form field: "Do you have a redline version to upload?*" with radio buttons for "Yes" and "No".
- Footer: "+ Tariff Clean Version - Required"

The bottom panel is titled "Customer Notice - Required" and contains:

- Form field: "Upload Customer Notice*" with a "Browse..." button and the text "No file selected."

- Rate Analysis, Material Drivers, and Compliance Criteria - Required
- +

If you plan to attach a document that you wish to be treated confidentially, do not attach the document here. Use the appropriate panel below to add the public and corresponding confidential version of the document. If you would like to add another document, click on the +. If you would like to remove a document, click on the -.

Document Title*

Upload Rate Analysis, Material Drivers, and Compliance Criteria* No file selected.

If the description of the rate analysis, material drivers, and/or compliance criteria, **is** included in prefiled testimony and/or exhibits, do **not** upload the description here.

+ Rate Analysis, Material Drivers, and Compliance Criteria - Required

- Documentation of Governing Board Approval - Required

Upload Documentation of Governing Board Approval* No file selected.

Please note that to make the filing in ePUC, at least one document must be uploaded in each panel shown above. To upload multiple tariff documents or rate analysis documents, click on the plus sign in the appropriate panel.

If you have any questions about how to file a new Section 218d(n) tariff case in ePUC, you may contact Commission staff at puc.clerk@vermont.gov or 802-828-2358.