



**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Commission's stakeholder email list
From: Ann Bishop, ePUC Project Manager *AB*
Re: Filing Requests in ePUC for Commission Action Related to Approved Net-Metering Systems
Date: January 30, 2023

On January 18, 2023, a revised version of Vermont Public Utility Commission ("Commission") Rule 2.000 took effect. This revised version requires all filings with the Commission to be made using ePUC unless one of the exceptions in Commission Rule 2.110 applies. In addition, the Commission has previously created forms for transfers of net-metering Certificates of Public Good ("CPGs") that can be completed online in ePUC. In light of these changes, this memorandum updates the guidance provided in my February 12, 2018, memorandum regarding how to file in ePUC requests for amendment, transfers of net-metering CPGs, and requests for extensions of net-metering CPGs. As a reminder, 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

- Select “Net-Metering Transfer” in the left navigation.
- Select whether the transfer is with a change in the ownership of the host property or separate from such a change.
 - If the transfer is with a change in the ownership of the host property, complete the online form.
 - If the transfer is separate from a change in the ownership of the host property:
 - Complete the online form and
 - Upload a completed Current CPG Holder Certification form that is signed by the current CPG holder (this form is available on the Commission’s website at <https://puc.vermont.gov/document/current-net-metering-cpg-holder-certification>)

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.”