

112 State Street
4th Floor
Montpelier, VT 05620-2701
TEL: 802-828-2358



TTY/TDD (VT: 800-253-0191)
FAX: 802-828-3351
E-mail: puc.clerk@vermont.gov
Internet: <http://puc.vermont.gov>

**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Commission's stakeholder email list
From: Holly Anderson, Clerk of the Commission
Re: Filing in ePUC Requests Pursuant to Commission Rules 5.412 and 5.413 and Requests for Non-Substantial-Change Determinations Regarding Projects Approved Under Section 248
Date: November 8, 2024

Vermont Public Utility Commission ("Commission") Rule 5.412 addresses substantial changes to a proposed project after a petition has been filed with the Commission but before a decision has been issued. Rule 5.413 addresses amendments to projects approved under Section 248. Rule 5.400 does not address requests for non-substantial change determinations. This memorandum provides guidance regarding how to make these filings in ePUC.

Rule 5.412 – Substantial Change Before Decision on a Petition

- All documents related to the proposed substantial change are filed in the existing Petition subcase in the pending case.
 - Use the Add Document – Prefiled Testimony, Exhibit, Affidavit form to upload as a new filing the prefiled testimony and exhibits related to the proposed substantial change.
 - When you select a document type of “Supplemental Prefiled Testimony” or “Rebuttal/Surrebuttal Prefiled Testimony,” the following question will appear: “Is this filing proposing a substantial change to a pending petition?”
 - You must select “Yes” in response to this question to tell ePUC that you want the system to provide notice that a substantial change was filed to any entities listed in the “Entities Receiving Notice” panel on the People tab. If you do not select “Yes” in response to this question, ePUC will not provide notice of your filing to those entities and your amendment may be delayed until you complete service of the notice as required by the Rule.
- ePUC will provide notice of each document in your filing to all parties in the case and to any subscribers.

Rule 5.413 – Amendments to Projects Approved under Section 248

- Proposed changes filed pursuant to Rule 5.413(A) are filed as a new Petition case.
- Proposed changes filed pursuant to Rule 5.413(B) or (C) are filed as a new Amendment subcase in the existing case. To make this filing:
 - Go into the case in which the CPG was issued.
 - If the case is closed, contact the Clerk of the Commission before filing.
 - If the case is open, proceed to the next steps.
 - Select “Add Amendment” from the “Action” drop-down menu.
 - Select whether you are filing an amendment that is related to a non-substantial change. Fewer types of documents are required to be filed with amendments that are related to a non-substantial change.
 - After clicking “Proceed” on the “Add Amendment” form, go back into the case and select “Add Second Step” from the “Action” drop-down menu.
 - Select “Add to Amendment” and upload all the documents related to the amendment that are sponsored by one witness.
 - Repeat “Add Second Step” as necessary until all of your documents sponsored by all of your witnesses have been submitted.
 - ePUC will provide notice of the new amendment subcase to all parties, to any entities listed in the “Entities Receiving Notice” panel on the People tab, and to any subscribers.
 - ePUC will also provide notice of each document filed using the “Add Second Step” form to all parties and subscribers.

Requests for Non-Substantial-Change Determinations Regarding Projects Approved Under Section 248

- To file requests for non-substantial-change determinations that are accompanied by “or in the alternative” requests to amend a certificate of public good, you should use the above instructions for filing proposed changes pursuant to Rule 5.413(A), (B), or (C).
- Requests for non-substantial-change determinations that are not seeking changes to a certificate of public good and are not accompanied by “or in the alternative” requests to amend a certificate of public good are filed as motions in the existing petition subcase.
 - If the case or the petition subcase in which the CPG was issued is closed, contact the Clerk of the Commission before filing.
 - ePUC will provide notice of each document filed to all parties in the case and to any subscribers.