



**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 Related to Approved Net-Metering Systems
Date: February 29, 2024

On March 1, 2024, a revised version of Vermont Public Utility Commission ("Commission") Rule 5.100 will take effect. This revised version changes the filing requirements for amendments to an approved net-metering system and for transfers of net-metering Certificates of Public Good ("CPGs"). In light of these changes, this memorandum updates the guidance provided in my January 27, 2023, memorandum regarding how to file in ePUC requests for amendment, transfers of net-metering CPGs, and requests for extensions of net-metering CPGs. Specific instructions are shown below.

Request for approval of a substantial change or an amendment to an approved net-metering system of any size

- If the amended net-metering system meets the eligibility criteria to register for a CPG under Commission Rule 5.105:
 - Select "Net-Metering Registration" in the left navigation to file a new case.
- If the amended net-metering system does not meet the eligibility criteria to register for a CPG under Commission Rule 5.105 and the approved system has not yet been commissioned:
 - 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.
 - 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.
- If the amended net-metering system does not meet the eligibility criteria to register for a CPG under Commission Rule 5.105 and the approved system has already been commissioned:
 - If the amendment is the result of non-substantial changes as described in Rule 5.109(B)(2), select “Petition” in the left navigation to file a new case with a Filing Type of “Other.”
 - Otherwise, select “Net-Metering Application & Small Renewables” in the left navigation to file a new case.

Transfer of a net-metering CPG for a system of any size if the transfer is separate from a change in the ownership of the property hosting the system¹

- Select “Net-Metering Transfer” in the left navigation.
- 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>)

Notice of an automatic one-year extension of a net-metering CPG for a system of any size²

- 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 All Other Documents” from the “Action” drop-down menu.
- Upload the notice as an “Other document filed with the Commission” with a document title of “Notice of Extension of CPG.”

Request for a subsequent 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.”

¹ If the transfer is with a change in the ownership of the property hosting the net-metering system, the new owner must provide written notice of the transfer to the electric utility, but no filing is required in ePUC.

² Commission Rule 5.110(C) requires such notices to be filed before the one-year anniversary of the CPG’s issuance.