

## Energy Efficiency Charge Exemption Process

### Step 1. Education

The potential applicant may work with the Energy Efficiency Utility<sup>1</sup> to learn about:

- A. The Five Step Exemption Application Process and Timeline
- B. Definitions of "extraordinary costs" and "extraordinary energy savings"
- C. Exemption Application<sup>2</sup> requirements
- D. State Energy Efficiency Screening Tool

### Step 2. Implementation

Applicant installs measures and completes project.

### Step 3. Review

Applicant submits Exemption Application to the Energy Efficiency Utility (EEU) for required review. The applicant must also provide copies to the EEU's Contract Administrator (CA) and the Department of Public Service (DPS). The EEU will then perform a site visit and an application review. Following that, the EEU will provide a written response summarizing its review to the applicant, the CA and the DPS. The applicant may disagree with the review and request that the CA mediate.

### Step 4. Exemption Request

Applicant submits Exemption Request to the Vermont Public Service Board (the Board). The Exemption Request must include, at a minimum, the customer's Exemption Application and the completed EEU review.

### Step 5. Vermont Public Service Board Decision

The Board will either notify the applicant and the applicant's electric distribution utility of its decision or schedule a hearing. If a hearing is held, the Board will make its decision after the hearing's conclusion.

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<sup>1</sup> Depending upon the applicant's project location, the application goes to either the City of Burlington Electric Department, or Efficiency Vermont.

<sup>2</sup> Exemption Applications are available from the EEU, the DPS, electric distribution utilities, or the Vermont Public Service Board.

## Energy Efficiency Charge Exemption Timeline

1. Customer files application with EEU, DPS, and CA  
Must be postmarked by March 1 of year following measure installation.
2. EEU Review and Response to Applicant, DPS, and CA  
Completed by June 1.

If applicant agrees with EEU's review of application assumptions and calculations, customer follows Path A.

If applicant **does not** agree with EEU's review of customer's application assumptions or calculations, customer follows Path B.

### Path A

- A. Applicant files Energy Efficiency Charge (EEC) Exemption Request<sup>1</sup> with Board and provides copies to DPS and EEU. EEC Exemption Request must be filed within 30 calendar days of EEU review response.
- B. DPS, the EEU and other interested parties provide comment to Board.  
Comments filed within 30 calendar days of applicant's filing.
- C. Board rules on exemption request or establishes Hearing schedule.

### Path B

- A. Applicant contacts CA for attempted resolution.  
Must contact CA within 15 calendar days of receipt of EEU review.
- B. CA provides written response to applicant.  
Response provided within 30 calendar days from applicant contact.

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<sup>1</sup> The Path A Exemption Request shall include, at a minimum, the applicant's request for a one-year EEC exemption, a copy of the applicant's application, and a copy of the EEU review.

- C. Applicant files EEC Exemption Request<sup>2</sup> with Board and provides copies to DPS and EEU. Request filed within 15 calendar days of receipt of CA's response.
- D. DPS, the EEU and other interested parties provide comment to Board.  
Comments filed within 30 calendar days of applicant's filing.
- E. Board rules on Exemption Request or establishes Hearing schedule.

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<sup>2</sup> The Path B Exemption Request shall include, at a minimum, the applicant's request for a one-year EEC exemption, a copy of the applicant's application, a copy of the EEU review, and the CA's mediation response.