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## State of Vermont Public Utility Commission

## MEMORANDUM

To: Vermont Municipal and Cooperative Electric Utilities

From: Ann Bishop, ePUC Project Manage AB

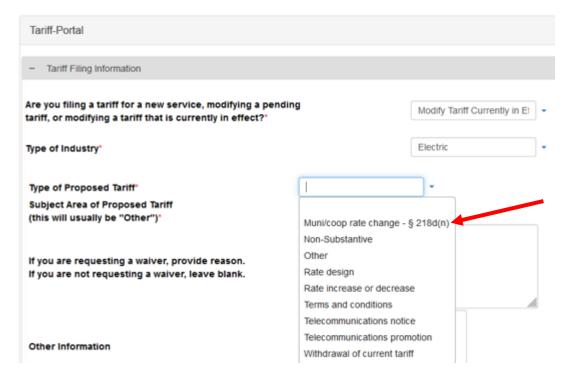
Re: Filing a Tariff Case Pursuant to 30 V.S.A. § 218d(n) in ePUC

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

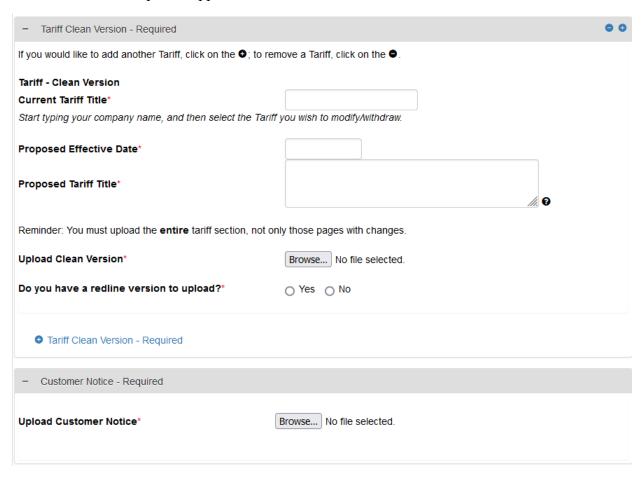


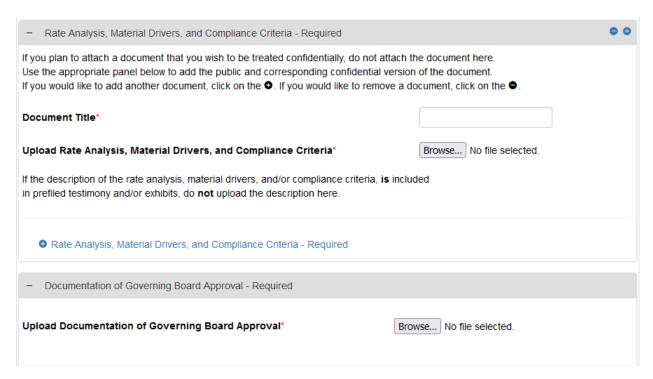


Selecting this option ensures that panels will appear where the filer can upload the documents required to be filed with a Section 218d(n) tariff filing, including:

- 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.





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 <a href="mailto:puc.clerk@vermont.gov">puc.clerk@vermont.gov</a> or 802-828-2358.