



## Part 2 – Contact Information

### Municipality Liaison Contact Information

Name	Title	Phone Number
Email Address		
Additional Contact Information (if applicable)		

### CCA Program Contact Information

Name	Title	Phone Number
Email Address		
Program Website Link		
Additional Contact Information (if applicable)		

## Part 3 – Outreach & Education

### Outreach & Education Requirements

- Outreach & Education must be performed over a period of no less than 60 days. This period begins with the first outreach & education action conducted in the municipality after the passing of the Local Law. In the event that Outreach & Education was completed more than 6 months previous to the opt-out enrollment request, a new outreach & education period will be necessary before being approved to move forward.
- Outreach & Education actions must be performed by the **CCA Administrator authorized in the Master Implementation Plan**. O&E actions must also be conducted within the municipality that the program serves in order to satisfy O&E requirements.

- Multiple forms of Outreach & Education must be provided to ensure sufficient customer education and awareness of their opt-out enrollment in the CCA program. These forms may include:
  - **Public meetings** that are held in person and are open to municipal residents. A webinar may be offered in conjunction with the public meeting as long as it allows for the ability for participants to ask questions.
  - **Tabling events** within the municipality to promote the program
  - **Media** such as:
    - Local radio and television advertisements about the program (advertising of upcoming meeting/event does not count)
    - Newspaper ads about the CCA program (advertising of upcoming meeting/event does not count)
    - Posters or other print media placed in community public locations such as local government offices, community centers, etc.

At a minimum, Outreach & Education actions must include the following information:

- CCA Administrator name and, if applicable, Program name
- CCA Administrator contact information and program specific website link
- General information about the program
- Information to inform municipal residents of opt-out enrollment
- Information that informs customers how to read and comprehend their energy bills
- When available, contract terms, pricing, ability to opt-up or opt-down, price comparison including disclosing customers may pay a premium for renewable supply services though they will be contributing to NYS clean energy goals.

Public meeting requirements:

- At least 1 public in-person meeting must occur after the CCA enabling local law has been passed and before the program contract has been awarded within the municipality that provides the details above.
- Additionally, a public in-person post-award meeting must be held within the municipality and include the specifics of the contract detailed above. For new programs, this meeting may occur either before the mailing of the opt-out letters or be included as part of the opt-out letter included in this submittal, all details of its planned date, time, and location must be included in the table below. For contract renewal post-award meetings, at least 1 public in-person meeting must occur after the program contract has been awarded and prior to opt-out letters being mailed and include the specifics of the contract detailed above.
- Announcements of public meetings/events are not considered Outreach & Education on their own unless they also include comprehensive educational information about the program, as detailed above in the minimum information requirements.

Please identify the beginning and end dates of the required 60-day minimum Outreach and Education period.

Outreach & Education Period Start Date	Outreach & Education Period End Date

The Outreach & Education record below must clearly record the outreach & education action and include the links for the supporting documentation.

- Supporting documentation that cannot be linked should be attached to this document and filed as part of this pdf.
- **For contract renewals** (no gap in providing service) please skip to Part 5 – Post Award Meeting.

Type of Outreach & Education	Location & Short Description	Date	Number of Participants
Links for supporting documentation, ie: meeting advertisement, webinar link, radio file, receipts for dates, etc.			
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### Part 4 – Energy Services Agreement/Contract Award Information

Date Contract Awarded		Contract Start Date		Contract End Date	
Energy Service Entity (ESE)					
Utility Service Territory(s)			Default Product Offering Name		
Number of ESEs RFP was sent to		Number of RFP responses			

Please provide the below information regarding the opt-out supply offerings.

Product	Product Price (\$,0000)	Customer Class	Utility 12-month Average Price (\$,0000)

### Product Specific Requirement Attestation

By checking this box, I attest that I understand the specific product requirements listed below, even if it is not a product currently being offered.

- All renewable products must state the percentage of energy that comes from renewable sources in the Product Name.
- All products that serve APP customers have a Staff approved guaranteed savings product and comply with all other ESCO requirements outside of the CCA program.
- All fixed rate standard product offerings are limited to a price no greater than the trailing 12-month average utility supply rate plus a 5% premium.

### Part 5 – Post Award Meeting

Please provide the details of the required additional post contract award outreach and education actions that have occurred within the municipality.

- For new contracts that have the post award meeting detailed on the opt-out letter please provide the scheduled date/location of the meeting and the other mechanisms by which the meeting is being advertised.
- For contract renewals please provide the completed post award meeting information below which will be completed prior to opt-out letter mailings.

Location & short description	Date	Number of Participants	Date and method of advertisement
Identified links for supporting documentation, ie: meeting advertisement, webinar link, radio file, receipts for dates, etc.			
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## Part 6 – Required Documents

The below documents are required to be included when filing the Municipality Filing for approval. **Failure to provide any of the below documents will result in the filing being rejected.** Please check the boxes for each document, attesting that it has been included in the filing.

- Local Law enabling CCA programs with proof of filing with the Department of State
- Request for Proposal sent to ESEs
- Energy Service Agreement
- Opt-Out Letter
- Newly Eligible Opt-Out Letter
- FAQ Document

## Part 7 – Attestation

By signing this form, I am attesting to the following:

- the answers and any materials provided with this form are complete and accurate;
- I understand that a CCA Administrator that knowingly makes false statements can be subject to denial or revocation of Commission authorization for the CCA Administrator and for any of its operating CCA programs;
- the Administrator website has been updated to accurately convey specific program information;
- the new program post-award meeting detailed on the attached opt-out letter will be held as described; and
- I understand that filing this document does not guarantee approval and that opt-out letters cannot be mailed until after a Staff approval letter has been filed in DMM Case #14-M-0224.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_