



COMMUNITY CHOICE AGGREGATION (CCA) MUNICIPALITY FILING

Date



Administrator Logo

Part 1 – General Information

CCA Administrator Name		Program Name (if applicable)
Municipality Incorporation	Municipality Name	Municipality Offerings
Date Local Law Passed	Date Administrator Selected	<input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Assistance Program Participant (APP)
Type of Filing		
<input type="radio"/> New Contract <input type="radio"/> Contract Renewal		

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 120 days, including the pre-contract, post-contract, and opt-out O&E periods. 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 time of the Municipality Filing, a new outreach & education period will be necessary before being approved to move forward.
- Outreach & Education actions must be performed by the **CCA Administrator, or their representative, 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 is properly noticed, allows for a question-and-answer period, is recorded and placed on the program website, provides all required information, and includes a participation count.
 - **Information sessions** can be held as virtual-only events but must be a live event that is properly noticed, allows for a question-and-answer period, is recorded and placed on the program website, provides all required information, and includes a participation count.
- Supplemental forms of Outreach & Education may include:
 - **Electronic**
 - Digital advertisements, television or radio coverage, municipal communications such as emails, digital newsletter, social media, and other channels that reach all constituents.
 - **Physical**
 - Posters/Flyers
 - Newspaper print advertisements
 - Municipal communications such as printed newsletter
 - Additional mailing such as a post card
 - Tabling events with flyers performed in the CCA municipality
- Meeting notices must be provided in both physical and electronic formats, with multiple forms of each format, including, but not limited to, available municipality communications, the CCA Administrators' municipality specific CCA program webpage, newspapers, flyers, and radio announcements, with proof of such advertisements required for verification.
- Advertising for events must occur at least 10 days prior to the date of the event.
- A record of attendance must be kept.

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:

- **Pre-Contract Period:** At least 2 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. During this same period, at least 2 information sessions must be held for municipalities with more than 10,000 residents, and at least 1 information session must be held for municipalities with less than 10,000 residents. Additionally, at least 8 supplemental outreach events (4 electronic, 4 physical) must be held during this initial, pre-contract period for municipalities with more than 10,000 residents, and 4 supplemental outreach events (2 electronic, 2 physical) must be held for municipalities with less than 10,000 residents.

- Post-Contract Period:** At least 2 public in-person post-award meetings 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 2 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. During this same period, at least 2 information sessions must be held for municipalities with more than 10,000 residents, and at least 1 information session must be held for municipalities with less than 10,000 residents. Additionally, at least 8 supplemental outreach events (4 electronic, 4 physical) must be held during this post-contract period for municipalities with more than 10,000 residents, and 4 supplemental outreach events (2 electronic, 2 physical) must be held for municipalities with less than 10,000 residents.
- Opt-Out Period:** At least 1 public in-person meeting must be held during the opt-out period. During this same period, at least 2 information sessions must be held for municipalities with more than 10,000 residents, and at least 1 information session must be held for municipalities with less than 10,000 residents. Details pertaining to these information sessions, or a link to the municipality CCA program webpage that includes those details, should continue to be advertised on the opt-out notification letter. Additionally, at least 8 supplemental outreach events (4 electronic, 4 physical) must be held during this post-contract period for municipalities with more than 10,000 residents, and 4 supplemental outreach events (2 electronic, 2 physical) must be held for municipalities with less than 10,000 residents.

Municipality Size	Minimum 60 day Initial Period Requirements	Minimum 30 day Post-Award Period Requirements	Minimum 30 day Opt-Out Period Requirements
<10,000 Residents	2 Public Meetings 1 Information Session 4 Supplemental: 2 Electronic & 2 Physical	2 Public Meetings 1 Information Session 4 Supplemental: 2 Electronic & 2 Physical	1 Public Meeting 1 Information Session 4 Supplemental: 2 Electronic & 2 Physical

>10,000 Residents	2 Public Meetings	2 Public Meetings	1 Public Meeting
	2 Information Sessions	2 Information Sessions	2 Information Sessions
	8 Supplemental: 4 Electronic & 4 Physical	8 Supplemental: 4 Electronic & 4 Physical	8 Supplemental: 4 Electronic & 4 Physical

- If the municipality does not have a meeting space to hold the public meeting, these in-person meetings may be held outside of the municipality, and the CCA Administrator must provide additional documentation outlining these circumstances which include an acknowledgement from the Municipal Official
- 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.

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.
- Provide additional supporting documentation detailing why any outreach and education meeting was held outside of the municipality, if applicable.
- **For contract renewals** (no gap in providing service) please skip to Part 5 – Post Award Meeting.

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

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

Type of Outreach & Education	Location & Short Description	Date	Notice Date & Source*	Number of Participants
	Links for supporting documentation, ie: meeting advertisement, webinar link, radio file, receipts for dates, etc.			
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***A minimum 15-day notice**

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	Admin Fee Amount	Supply Load Zone or Region		

Utility Posted 12-Month Trailing Average
 \$0.00000/kWh or \$0.00000/Therm

At time of ESA signing:

Residential

Small-Commercial

From: To:

At time of Municipality Filing:

Residential

Small-Commercial

From: To:

□

Please provide the below information regarding the opt-out supply offerings. If offering a fixed-rate standard product, the price is limited to an amount no greater than 5% of the utility trailing 12-month average supply rate.

Product	Product Price (\$0.00000)	Percentage Difference between Product Price and Utility 12-Month Trailing Avg. at time of ESA signing	Percentage Difference between Product Price and Utility 12-Month Trailing Avg. at time of Municipality Filing	Customer Class

Municipal Specific Attestation

By checking this box, I attest that I understand that customers participating in this program will pay a premium above the utility’s rate for a renewable product offering.

I understand the contracted rates above are the identified percentage higher than the utility's 12-month trailing average at this time.

Municipal Official Signature: _____ Title: _____

Print Name: _____ Date: _____

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 Contract Information

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

- For contract renewals, please provide the information for the completed post contract meetings below, which will be completed prior to opt-out letter mailings.

Please identify the beginning and end dates of the required 30-day minimum post-contract Outreach and Education period.

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

Type of Outreach & Education	Location	Date	Notice Date & Source*	Number of Participants
Identified links for supporting documentation, ie: meeting advertisement, webinar link, radio file, receipts for dates, etc.				
Identified links for supporting documentation, ie: meeting advertisement, webinar link, radio file, receipts for dates, etc.				

Identified links for supporting documentation, ie: meeting advertisement, webinar link, radio file, receipts for dates, etc.				

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

Signed Energy Service Agreement

Newly Eligible Opt-Out Letter

FAQ Document

*Proof of Local Law not required for contract renewals or extensions.

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;
- I understand that the CCA Administrator must file a Notice of Intent in DMM Case #14-M-0224 when a contract is 120 days from the date of the expiration, advising of the intent of the municipalities that are part of the ESA, including the plans for either seeking another contract, renewing the existing contract, or discontinuing in the program. Any updates or changes to the municipality's plan, the CCA Administrator must file an updated notification of intent.
- 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.

CCA Administrator Signature: _____ Title: _____

Print Name: _____ Date: _____



CCA Municipal Attestation of Program Requirements

This form must be signed and dated by the municipal representative and submitted as part of the Municipal Filing.

Municipalities who choose to implement a CCA program are entitled to:

- Assistance from New York State Energy Research and Development Authority (NYSERDA) when implementing an opt-out supply CCA program as part of Clean Energy Community program.
- Not include the name of a specific CCA Administrator as part of the Local Law.
- A clear description of the services offered by the CCA Administrator including all terms and conditions of the agreement.
- Include terms or requirements in the agreement with the CCA Administrator such as requiring reporting on participation numbers and/or pricing.
- Contract with multiple Administrators for different product offerings.
- Discontinue services with the CCA Administrator consistent with the terms of the agreement between the Municipality and the CCA Administrator, if one exists.
- Decline to enter an Energy Service Agreement (ESA) for any reason and request another bid or choose another CCA Administrator.
- Perform or requiring performance of outreach and education actions outside of what was included in the outreach and education plan.
- File a complaint with the Department of Public Service regarding difficulties with the CCA Administrator, Utility, or Energy Service Entity (ESE).

Municipalities who choose to implement a CCA program are responsible for:

- Ensuring all the Commission requirements have been met, even when they have contracted with a CCA Administrator.
- Passing a Local Law that includes the specific opt-out product offering.
- Supporting community awareness of the opt-out CCA program by ensuring the outreach and education plan is tailored to the municipal population.
- Understanding the potential customer bill impacts when signing an ESA for supply services.
- Ensuring the contract terms and pricing, including potential bill impacts, are clearly presented to the municipal population.
- Recording customer complaints and providing the numbers and reasons as part of the Annual Reporting requirements. Also, for issues that need resolution, like billing issues, municipalities shall provide the individual with the appropriate contact for resolution, such as the number for the CCA Administrator, utility, or DPS Office of Consumer Services.

Available Resources

- [NYSERDA CCA Toolkit](#):¹ A toolkit to assist local governments and CCA Administrators to develop CCA programs in New York State.
- [DPS CCA Webpage](#):² CCA information and the requirements for implementing a CCA Program.

Municipal Official Signature

By signing below, I hereby acknowledge that I have completely read and fully comprehend the above text and that my signature represents the [Village, Town, City] of _____'s willingness to join the CCA program.

Name: _____

Date: _____

Title: _____

¹ Available at: <https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Communities/How-It-Works/Toolkits/Community-Choice-Aggregation>

² Available at: <https://dps.ny.gov/community-choice-aggregation>