



Municipal Electric Utilities of Wisconsin
725 Lois Drive
Sun Prairie, Wisconsin 53590
(608) 837-2263



Wisconsin Electric Cooperative Association,
a Division of the Wisconsin Federation of Cooperatives
131 West Wilson Street, Suite 400
Madison, Wisconsin 53703
(608) 258-4400

To: Municipal Electric Utility and Rural Electric Cooperative Managers

From: David Benforado, Executive Director
Municipal Electric Utilities of Wisconsin
dbenforado@meuw.org

Share Brandt, General Manager
Wisconsin Electric Cooperative Association
share.brandt@wfcmac.coop

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Re: MEUW/WECA "A to Z Commitment to Community Guidebook" Now
Available Online; Directions on How to Access Electronic Copy.

We are very glad to announce that the MEUW/WECA "A to Z Commitment to Community Guidebook" has been completed and is now available online. To access the Guidebook, simply go to: <http://www.weccusa.org/atozguidebook/>

Once there, you should bookmark the page or "add to favorites" on your computer so that it will be easy to return to again. You will have the option of reading the various chapters and appendices online, downloading the entire Guidebook or portions thereof onto your computer, or printing a copy of the Guidebook for, e.g., placement in a three-ring binder. We will not be sending Members a CD copy or a hard copy of the Guidebook since WECC will be keeping the most up to date version online.

MEUW and WECA jointly hired WECC (Wisconsin Energy Conservation Corporation) to assist in and complete the drafting of this Guidebook. We sincerely appreciate the expertise and professionalism that WECC added to this project. We also want to thank the officials at the Public Service Commission of Wisconsin and the Department of Administration/Division of Energy Services who provided invaluable assistance and suggestions as the Guidebook was produced.

About the Guidebook

This handy Guidebook will serve as a one-stop resource for MEUW and WECA Members regarding Commitment to Community (CTC) programs. The Guidebook's nine chapters provide a discussion of the history, purpose and benefits of CTC energy efficiency and low-income energy assistance programs, the applicable state law, a good discussion of how to make these program offerings effective for and responsive to the needs of your customers, and an explanation of the various tools to assist in the proper record keeping and annual reporting requirements for these programs.

The Guidebook's appendices are also a wealth of information, providing an example of how a CTC fee is calculated, audit and reporting templates that have been preapproved by State officials, sample CTC-1 Informational Tariffs for CTC fees that MEUW Member utilities must file with the PSC, a PSC memo for MEUW Member utilities to use to properly account for the fees collected pursuant to the PSC's Uniform System of Accounts, the "Deemed Savings" data to be used in the creation of the Annual Reports which are due on May 1, copies of other relevant information such as PSC Chapter 137, directions on how to utilize the PSC's ERF (Electronic Regulatory Filing System) to file Annual CTC Reports, a copy of the August 14, 2008, joint MEUW/WECA memo explaining the opt-in/opt-out deadlines, and finally, answers to some commonly asked questions.

We trust that this Guidebook will provide you with the information and tools that you need to effectively implement and run a Commitment to Community program for the benefit of your customers. Based on Member requests, we are considering holding an informational MEUW/WECA Member telephone conference call in the next month or so to learn more about how to make the best use of this Guidebook. Should you have any questions about the Guidebook, please contact either one of us.

cc: Carol Stemrich/Jolene Sheil/Greg Laubmeier, PSCW
Sue Brown/Gary Gorlen, DOA
Jessica Kurtenbach, WECC