



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 J. Benforado, Executive Director
Municipal Electric Utilities of Wisconsin
dbenforado@meuw.org

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

Date: March 24, 2010

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

We are very happy to jointly announce the online availability of the **REVISED** MEUW/WECA "A to Z Commitment to Community Guidebook". The revisions, summarized below, reflect changes to the reporting process and worksheet formats to be used by those Members filing CTC Annual Reports (**April 30 is the filing deadline**). To access the Guidebook, simply go to: 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 revised Guidebook or portions thereof onto your computer, or printing a copy of the revised 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 revised 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 original Guidebook, as well as this revision. 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 and revised.

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, current 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, current "Deemed Savings" data (Appendix G) to be used in the creation of the Annual Reports which are due on April 30, 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 September 9, 2009, PSC update on opt-in/opt-out deadlines (Appendix J), and finally, answers to some commonly asked questions.

Summary of Changes in this Revised Guidebook

The major changes in this revised Guidebook are to the CTC annual report cover letter and data reporting worksheets (Appendix C). As you prepare your annual reports this year and going forward, please pay very special attention to the new distinction between "program administration" costs and "program delivery" costs. In that regard, we repeat here an explanation found on page 51 of the revised Guidebook of the important differences between those two cost categories:

"Please note that municipal utilities and RECs are given the option of separating program delivery and program administrative costs based on actual time charging if the information is available. If not, the utility or REC can either charge everything to program admin or offer an estimate of how the CTC operating expenses are divided among the two functions. (The report should reflect which method is used.) Reporting all operating expenses under program administration has the potential of making the program appear less efficient than may actually be the case so it is to the utility's benefit to at least make a reasonable estimate across program admin versus program delivery. Separation of admin and delivery costs will be required for the 2011 program year."

And in Appendix K, we added on commonly asked question and answer regarding how MEUW utilities should handle late fees on a customer's late payment of CTC charges.

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. 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
Beth Asen/Jessica Kurtenbach, WECC