

Customer Credit Program Application Form¹

1. Submission Date:	
Contact Information	
2. Primary Contact Name:	Primary Contact Title:
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:
3. Technical Manager Name:	Title and credentials ² :
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:
4. Finance Manager Name:	Title:
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:
5. Authorized Negotiator:	Title:
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:

¹ This form is for use by eligible businesses applying for the Customer Credit Program (“CCP”). The CCP allows eligible Vermont businesses to self-administer energy efficiency by setting aside a portion of their Energy Efficiency Charge (EEC) to support their energy efficiency projects. Eligible businesses include those that pay over \$5,000 per year (or an average of \$5,000 per year over three years) in EEC charges as noted on monthly statements provided by their Vermont electric utilities. Application review is conducted by the Energy Efficiency Utility (EEU), Vermont Department of Public Service, and the Vermont Public Utility Commission.

² The individual listed here who will oversee the work must hold a formal energy or environmental certification or be a licensed mechanical or electrical engineer or have an applicable degree from an Accreditation Board for Engineering and Technology (“ABET”) accredited institution.

Energy Project Capability

6. Describe your company's general experience, capacity, strategy and commitment to pursuing cost effective energy efficiency (electric and thermal), demand management, combined heat and power, or energy storage. Include your company's ability to develop and maintain proper documentation for verifying projects energy savings.

Applicant attestation to follow program guidelines

7. Applicant agrees to follow all Commission rules governing CCP, including those in the March 12, 2025 Order in Case No. 24-2317-INV, and all requirements in the Energy Savings Account and Customer Credit Program Guidelines.

Authorized Negotiator Sign here:

Electric Account Information*

Provide information for each electric utility account to be considered for the Customer Credit Program³

8. Electric Utility	9. Utility Account Number	10. Name on Utility Account	11. Physical Location	12. Annual Cost of Total Energy Efficiency Charge (EEC) (Actual or average over three years)
13. Total annual EEC Charge for all accounts: <i>Sum of either the most recent 12 months or the annual average of the last 36 months.(See below for documentation requirements.)</i>				0

*Note: All fields must be completed for each electric account that applicant intends to include in the CCP. Attach additional copies of this table as needed.

³ If a company or parent company is not listed on all of the accounts as the electric utility customer they cannot combine accounts.

Instructions for Customer Credit Program Application Form

The details outlined below provide guidance on how to complete the information required in the application.

1. Submission Date: the date of application submittal.
2. Primary Contact: the person who will be the main point of contact for the program and projects. This may be the same person identified as the Technical Manager, Finance Manager, and/or Authorized Negotiator.
3. Technical Manager: the person responsible for oversight of energy efficiency projects and calculations. This person must hold a formal energy or environmental certification or be a licensed mechanical or electrical engineer or have an applicable degree from an Accreditation Board for Engineering and Technology (“ABET”) accredited institution. Their credentials must be included.
4. Finance Manager: the person who will be responsible for reporting monthly EEC information to Efficiency Vermont or Burlington Electric Department, as well as the individual to receive remittance for qualified expenses.
5. Authorized Negotiator: the person authorized by the company to apply to the program and sign documents on behalf of the organization.
6. Energy Project Capability: includes your company’s experience, capacity, strategy, and commitment for making energy improvements in your facility or facilities. Also, company’s ability to develop and maintain proper documentation for verifying projects energy savings.
7. Electric Utility: the name of the electric utility that services each account.
8. Name on Utility Account: the name of the electric utility customer that appears in the mailing address on the electric utility bill.
9. Physical Location: a street address or other designation indicating the physical location of the property served by each of the electric utility accounts listed.
10. Utility Account Number: the account number as it appears on an existing, active electric utility account monthly bill.
11. Annual Cost of Energy Efficiency Charge: the sum of the EEC payments in the 12 months preceding this application or the annual average EEC payments over the 36 months preceding this application for each account listed. For new properties in which there is not 12 months of data, please contact the Department of Public Service for guidance on how to estimate annual EEC charges.
12. Sum of the Annual EEC Charge for All Accounts: the sum of the values provided in column 10.

Documentation of EEC Charges

Applicants must submit documentation of EEC charges that are equal to or greater than \$5,000 annually as follows:

Copies of 12 or 36 months of electric bills for each account listed.

CCP Application Submittal and Review Process

Applicants must send, via mail or e-mail, one complete application packet including the following documents to the Vermont Public Utility Commission, Vermont Department of Public Service, and Efficiency Vermont; if one or more of the electric utility accounts listed on this application is served by Burlington Electric Department (BED), please send application documents to BED as well as the other parties.

1. CCP Application form
2. Documentation of EEC charges (see above)

Send application packets to:

1. Vermont Department of Public Service
Division of Efficiency & Energy Resources
112 State St., 2nd floor Montpelier, VT 05620-2601
802-828-2811
psd.consumer@vermont.gov
2. Vermont Public Utility Commission
c/o Clerk of the Commission (ESAs)
112 State St., 4th floor Montpelier, VT 05620-2701
802-828-2358
puc.clerk@vermont.gov

3. Efficiency Vermont
c/o Customer Service (ESAs)
20 Winooski Falls Way 5th Floor
Winooski, VT 05404
888-921-5990
ESAINfo@efficiencyvermont.com

If applicable:

4. Burlington Electric Department
c/o Director of Energy Services (ESAs)
585 Pine St. Burlington, VT 05401
802-865-7330
efficiency@burlingtonelectric.com



Questions?

For general questions regarding Customer Credit Program policies or procedures, please contact an Energy Program Specialist at the Vermont Department of Public Service at 802-828-2811. For questions about completing this application, customers served by the Burlington Electric Department should contact BED's Director of Energy Services at 802-658-0300. All other customers should contact Efficiency Vermont toll-free at 888-921-5990 or info@efficiencyvermont.com.