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The Public Utilities Commission of Ohio

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Date Received	Case Number	Version
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14-0817-EL-GAG

CERTIFICATION APPLICATION FOR GOVERNMENTAL AGGREGATORS

Please print or type all required information. Identify all attachments with an exhibit label and title (Example: Exhibit A-5 Experience). All attachments should bear the legal name of the Applicant and should be included on the electronic copy provided. Applicants should file completed applications and all related correspondence with: Public Utilities Commission of Ohio, Docketing Division, 180 East Broad Street, Columbus, OH 43215-3793.

This PDF form is designed so that you may input information directly onto the form. You may also download the form, by saving it to your local disk, for later use.

A. APPLICANT INFORMATION

A-1 Applicant's name, address, telephone number, and web site address

Name The Village of Racine
 Address 405 Main St, P.O. Box 399 Racine, Ohio 45771
 Telephone Number (740) 949-2296
 Web site address (if any) www.racineohio.com

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A-2 Exhibit A-2 "Authorizing Ordinance" provide a copy of the ordinance or resolution authorizing the formation of a governmental aggregation program adopted pursuant to Section 4928.20(A) of the Revised Code.

A-3 Exhibit A-3 "Operation and Governance Plan" provide a copy of the applicant's plan for operation and governance of its aggregation program adopted pursuant to Section 4928.20(C) of the Revised Code. The Operation and Governance Plan explained in Exhibit A-3 should include:

- Terms and conditions of enrollment including:
 - Rates
 - Charges
 - Switching fees, if any
- Policies associated with customers moving into/out of aggregation area
- Billing procedures
- Procedures for handling complaints and disputes including the toll-free telephone number and address for customer contacts

AFFIDAVIT

State of OHIO :

Racine ss.
(Town)

County of Meigs :

J. Scott Hill, Affiant, being duly sworn/affirmed according to law, deposes and says that:

He/She is the Mayor (Office of Affiant) of Racine Village (Name of Applicant);

That he/she is authorized to and does make this affidavit for said Applicant,

1. The Applicant herein, attests under penalty of false statement that all statements made in the application for certification are true and complete and that it will amend its application while the application is pending if any substantial changes occur regarding the information provided in the application.
2. The Applicant herein, attests it will timely file an annual report with the Public Utilities Commission of Ohio of its intrastate gross receipts, gross earnings, and sales of kilowatt-hours of electricity pursuant to Division (A) of Section 4905.10, Division (A) of Section 4911.18, and Division (F) of Section 4928.06 of the Revised Code.
3. The Applicant herein, attests that it will timely pay any assessments made pursuant to Sections 4905.10, 4911.18, or Division F of Section 4928.06 of the Revised Code.
4. The Applicant herein, attests that it will comply with all Public Utilities Commission of Ohio rules or orders as adopted pursuant to Chapter 4928 of the Revised Code.
5. The Applicant herein, attests that it will cooperate fully with the Public Utilities Commission of Ohio, and its Staff on any utility matter including the investigation of any consumer complaint regarding any service offered or provided by the Applicant.
6. The Applicant herein, attests that it will fully comply with Section 4928.09 of the Revised Code regarding consent to the jurisdiction of Ohio Courts and the service of process.
7. The Applicant herein, attests that it will comply with all state and/or federal rules and regulations concerning consumer protection, the environment, and advertising/promotions.
8. The Applicant herein, attests that it will use its best efforts to verify that any entity with whom it has a contractual relationship to purchase power is in compliance with all applicable licensing requirements of the Federal Energy Regulatory Commission and the Public Utilities Commission of Ohio.
9. The Applicant herein, attests that it will cooperate fully with the Public Utilities Commission of Ohio, the electric distribution companies, the regional transmission entities, and other electric suppliers in the event of an emergency condition that may jeopardize the safety and reliability of the electric service in accordance with the emergency plans and other procedures as may be determined appropriate by the Commission.
10. If applicable to the service(s) the Applicant will provide, the Applicant herein, attests that it will adhere to the reliability standards of (1) the North American Electric Reliability Council (NERC), (2) the appropriate regional reliability council(s), and (3) the Public Utilities Commission of Ohio. (Only applicable if pertains to the services the Applicant is offering)

A-4 **Exhibit A-4 "Automatic Aggregation Disclosure"** provide a copy of the disclosures required by Section 4928.20(D) of the Revised Code, if its aggregation program provides for automatic aggregation in accordance with Section 4928.20(A) of the Revised Code

A-5 **Exhibit A-5 "Experience"** provide a detailed description of the applicant's experience and plan for providing aggregation services, including contracting with retail generation providers, providing billing statements, responding to customer inquiries and complaints, and complying with all applicable provisions of commission rules adopted pursuant to section 4928.10 of the Revised Code.

A-6 **Contact person for regulatory or emergency matters**

Name George Cummins

Title Village Council

Business address 405 Main St Racine, Oh 45771

Telephone number (740) - 949 - 2296 Fax # () - -

E-mail address _____

A-7 **Contact person for Commission Staff use in investigating customer complaints**

Name Chad Hubbard

Title Village Council

Business address 405 Main St Racine, Ohio 45771

Telephone number (740) 418 - 0296 Fax # () - -

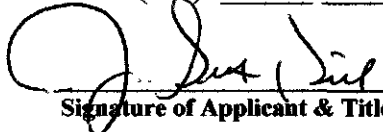
E-mail address hub12dave@yahoo.com

A-8 **Applicant's address and toll-free number for customer service and complaints**

Address 405 Main St Racine Ohio 45771

Toll-free telephone number (740) - 949 - 2296

Fax # () - -


Signature of Applicant & Title Mayor of Racine

Sworn and subscribed before me this 24 day of April, 2014
Month Year


Signature of official administering oath

David Spencer Clerk Treasurer
Print Name and Title

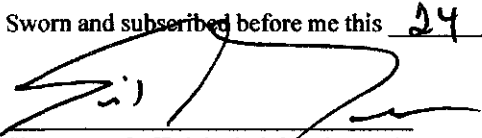
My commission expires on 5/29/15

11. The Applicant herein, attests that it will inform the Commission of any material change to the information supplied in the application within 30 days of such material change, including any change in contact person for regulatory purposes or contact person for Staff use in investigating customer complaints.
12. The Applicant herein, attests that it will docket with the Commission's Docketing Division the final opt-out and any supplemental opt-outs (including beginning and ending dates of the 21-day opt-out period and the selected CRES supplier) at a minimum 10 days prior to sending the opt-outs to customers.

That the facts above set forth are true and correct to the best of his/her knowledge, information, and belief and that he/she expects said Applicant to be able to prove the same at any hearing hereof.


Signature of Affiant & Title

Sworn and subscribed before me this 24 day of April, 2014
Month Year


Signature of official administering oath

David Spencer, Clerk Treasurer
Print Name and Title

My commission expires on 5/29/15

Exhibit A-2
“Authorizing Ordinance”

ORDINANCE NO. 1040

**AN ORDINANCE FOR THE PURPOSE OF PLACING A GOVERNMENTAL
AGGREGATION OF RETAIL ELECTRIC LOADS & LIMITATIONS
APPROVAL BY VILLAGE RESIDENTS ON THE NOVEMBER 5TH, 2013
GENERAL ELECTION BALLOT.**

WHEREAS; the village desires to participate in a "Governmental energy Opt-out Aggregation" in accordance with 4928.20 of the Ohio Revised Code for Racine Village residents and,

WHEREAS; the issue must appear before the electors of Racine Village and,

WHEREAS; a majority of voters must authorize opt-out aggregation,

THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF RACINE, THAT:

Section 1: The Village Council proposes to place in the "General Election, to be held on the November 5th, 2013 ballot a "Governmental energy Opt-out Aggregation of Retail Electric Loads & Limitations" plan in accordance with 4928.20 of the Ohio Revised Code.

Section 2: Authorize the Clerk/Treasurer to place a Governmental energy Opt-out Aggregation issue on the November General Election Ballot.

Section 3: If the voters pass this issue, by a majority of the voters, the Racine Council will adopt a plan of operation and management and will hold two public hearings to allow residents to voice any concern over the proposed plan.

Section 4: When Racine Council has approved and adopted this plan, each customer, to be aggregated, will be notified that they will be automatically enrolled in the program unless they specifically elect not to participate. The notice will state the rates, charges, and other terms and conditions of enrollment in the program.

Section 5: This Ordinance is declared to be an emergency measure for the citizens of the Village of Racine.

Section 4: This measure to be in full force and effect upon passage as provided by law.

Passed this 11th day of July, 2013

Motion by Tim Hill

Seconded by Chad Hubbard


PRESIDENT OF COUNCIL


CLERK/TREASURER

I hereby certify this to be a true and correct copy of Ordinance No. 1040


David Spencer, Clerk/Treasurer

RECORD OF PROCEEDINGS

Pledge/Opening Prayer

By Council

Racine Village Council met Monday, July 11, 2013, for a 2014 Budget Hearing and recessed session at the Municipal Building. Mayor Scott Hill was presiding.

Present: George Cummins, Ron Clark, Dale Hart, Tim Hill, Chad Hubbard, Ernest Spencer-President Pro-Tempore, Clerk/Treasurer David Spencer and Marshal Dugan.

Absent:

Visitors:

COUNCIL OPENED WITH THE 2014 BUDGET HEARING

Clerk Treasurer D. Spencer presented to Council the 2014 Budget. The Budget will be placed for public viewing from July 1 through July 31 at the Clerk Treasurer's Office. A review of all anticipated fund revenues were made by Council, as follows: (Note: totals do not include anticipated 2013 year ending balances).

ORDINANCE NO. 1039-14 (BUDGET)

AN ORDINANCE FOR THE 2014 BUDGET:

WHEREAS; the village held a "Public Hearing" to discuss and to adopt the 2014 Budget, and

WHEREAS; this is a ORC requirement under section 5705.28 to submit two copies to the County Auditor, and

WHEREAS; the council has reviewed all anticipated receipts for the year by fund as follows:

<u>FUND NO:</u>	<u>TITLE:</u>	<u>2014 RECEIPTS:</u>
1000	GENERAL	\$ 97,400.00
2901	FIRE PROTECTION	57,540.00
2903	CIC LOT SALES	0.00
2904	STAR MILL PARK FESTIVAL	30,000.00
2011	STREET MAINTENANCE	32,850.00
2021	STATE HIGHWAY	3,290.00
2031	CEMETERY OPERATIONS	6,225.00
2091	LAW ENFORCEMENT	0.00
3101	DEBT SERVICE	0.00
4951	CEMETERY ENDOWMENT	0.00
5101	WATER REVENUE	190,950.00
5781	UTILITY DEPOSITS	0.00
5901	REFUSE	95,120.00
5601	WATER LEAK INSURANCE	<u>500.00</u>
TOTALS		\$513,875.00

THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF RACINE, THAT:

Section 1; The Clerk Treasurer can submit the 2014 Village Budget to the Meigs County Auditor as required by the ORC.

Section 2; The Clerk Treasurer is authorized to place the Budget in the Clerk Treasurer's Office for public review from July 1 through July 31.

Section 3; this measure will be in full force and effect upon passage as provided by law.

Passed this 11th day of July, 2013

Motion by E. Spencer and seconded by R. Clark to adopt the 2014 Budget Ordinance No. 1039-14 (Budget). Roll call: All yeas - Motion carried.

COUNCIL RETURNED TO THE RECESSED SESSION

Clerk Treasurer D. Spencer informed Council that he submitted Resolution No. 664B to the Board of Election for placing on the November Ballot a .70 Fire levy that will expire at the end of this year. A replacement levy is needed to maintain the Fire Department level of funding for current expenses.

Lauren Smalley of the Public Utilities Commission of Ohio spoke about deregulation at the July 1, 2013, Council Meeting. The deregulation would allow individuals, businesses and governments to choose a different provider for electric generation. The "Aggregation Program" presents two options, an opt-in or opt-out program for Racine Village residents that come together to have greater buying power which can result in a better rate for all customers. The Village had discussions about the opt-out "Aggregation Program. The opt-out method would require the placement of this proposal on the ballot for the Racine Village electors to vote on this matter in the upcoming General Election. If authorized by a majority of the vote, Racine Village must form a plan of operation and management. The Council must hold two public hearings to allow customers to voice any concerns over the proposed plan; included in the plan will include rates, charges and other terms and conditions of enrollment in the program.

Clerk Treasurer D. Spencer presented Ordinance No.1040 "Aggregation of Retail Electric Loads & Limitations" for reading.

Motion by Clark and seconded by Hubbard to suspend the Council Rules because of an emergency necessary for the health, safety, and general welfare for the residents of the Village. Roll Call: all yeas- Motion

Council held a general discussion concerning the need to adopt said Ordinance. A section by section review of **Ordinance No.1040** was conducted by council and proposals for a first, second, third and final reading of a new ordinance as follows:

ORDINANCE NO. 1040

AN ORDINANCE FOR THE PURPOSE OF PLACING A GOVERNMENTAL AGGREGATION OF RETAIL ELECTRIC LOADS & LIMITATIONS APPROVAL BY VILLAGE RESIDENTS ON THE NOVEMBER 5TH, 2013 GENERAL ELECTION BALLOT.

WHEREAS; the village desires to participate in a “Governmental energy Opt-out Aggregation” in accordance with 4928.20 of the Ohio Revised Code for Racine Village residents and,

WHEREAS; the issue must appear before the electors of Racine Village and,

WHEREAS; a majority of voters must authorize opt-out aggregation,

THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF RACINE, THAT:

Section 1: The Village Council proposes to place in the “General Election, to be held on the November 5th, 2013 ballot a “Governmental energy Opt-out Aggregation of Retail Electric Loads & Limitations” plan in accordance with 4928.20 of the Ohio Revised Code.

Section 2: Authorize the Clerk/Treasurer to place a Governmental energy Opt-out Aggregation issue on the November General Election Ballot.

Section 3: If the voters pass this issue, by a majority of the voters, the Racine Council will adopt a plan of operation and management and will hold two public hearings to allow residents to voice any concern over the proposed plan.

Section 4: When Racine Council has approved and adopted this plan, each customer, to be aggregated, will be notified that they will be automatically enrolled in the program unless they specifically elect not to participate. The notice will state the rates, charges, and other terms and conditions of enrollment in the program.

Section 5: This Ordinance is declared to be an emergency measure for the citizens of the Village of Racine.

Section 4: This measure to be in full force and effect upon passage as provided by law passed this 11th day of July, 2013.

Motion by Hart and seconded by E. Spencer approving the first reading of **Ordinance No.1040**. Roll call: All yeas- Motion carried.

Motion by E. Spencer and seconded by Clark approving the second reading of **Ordinance No.1040**. Roll call: All yeas- Motion carried.

Motion by Hubbard and seconded by T. Hill approving the third and final reading of **Ordinance No.1040**. Roll call: All yeas- Motion carried.

Motion by Hart and seconded by Clark to return to regular meeting. Roll call: All yeas- Motion carried.

Clerk Treasurer D. Spencer presented to Council Amended Certificate #2 and Amended Certificate #3 for Appropriations into the 2013 Budget for current expenses as follows:

ADMENDMENT #2 was issued by the Budget Commission on the 17th DAY OF JANUARY, 2013.

Motion by E. Spencer and seconded by Clark to amend Appropriation Ordinance No. 1033 (Budget) and establish and appropriation of \$13,208.00 into the Other Special revenue Fund 2907 FEMA Project this 11th day of July 2013. Roll call: All yeas- Motion carried.

ADMENDMENT #3 was issued by the Budget Commission on the 7th DAY OF JULY, 2013

Motion by E. Spencer and seconded by Clark to amend Appropriation Ordinance No. 1033 (Budget) and appropriate \$8,268.56 into the General Fund 1000 this 11th day of July 2013. Roll call: All yeas- Motion carried.

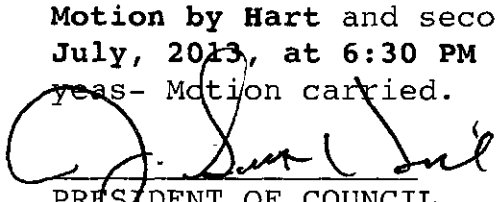
Motion by E. Spencer and seconded by Clark to amend Appropriation Ordinance No. 1033 (Budget) and appropriate \$766.56 into the CIC-LOT SALES Fund 2903 this 11th day of July 2013. Roll call: All yeas- Motion carried.

Clerk Treasurer D. Spencer updated the Council on the Phase 11 Water Line Replacement Project. Bob Allen of Triad, Ernest Spencer, President of Village Council and David Spencer, Clerk Treasurer/Grants Administrator attended the SCEIG meeting of June 14th, in Columbus to present to the Board the Racine Phase 11 Project Profile. Bob Allen received notice from USDA-RD indicated they may fund the project near scenarios 4 and 5. I said that was acceptable and to start on the application as soon as possible. The estimated Phase 11 Water Line Replacement Project cost would be \$2,150,000. Project funding as follows:

Funders:	Scenario 4:	Scenario 5:
<u>Grants</u>		
USDA-RD	\$700,000	\$560,000
CDBG	500,000	500,000
ARC	250,000	250,000
OPWC Credit Enchantment		
<u>Loans</u>		
USDA-RD	700,000	700,000
Total	\$2,150,000	\$2,150,000

In order to receive funding through USDA-RD we are required to advertise for Engineering "Request for Qualifications" (RFQ) The Village needs to advertise in the Daily Sentinel for two consecutive weeks the RFQ and select a firm. **Motion by T. Hill and seconded by Clark to adopt Resolution No. 665 and authorize Mayor Scott Hill and Clerk Treasurer David Spencer to submit an application to USDA Rural Development for funding of the Phase 11 Water Line Replacement Project and to place a notice in the Daily Sentinel requesting "Statements of Professional Qualifications" to be opened at the August 5th, 2013 Council Meeting. Roll call: All yeas- Motion carried.**

Motion by Hart and seconded by E. Spencer to adjourn until the 11th of July, 2013, at 6:30 PM for a regular session by council. Roll call: All yeas- Motion carried.


PRESIDENT OF COUNCIL


CLERK/TREASURER

Exhibit A-3

ELECTRIC AGGREGATION PROGRAM
Village of Racine, Ohio
PLAN OF OPERATION AND GOVERNANCE

Purpose of Electric Aggregation Program

This aggregation plan has been developed in compliance with Ohio Revised Code, Section 4928.20 regarding governmental aggregation of electric service. The Village of Racine ("the Village") Aggregation Program ("Program") seeks to aggregate the retail electric loads of consumers located in the Village to negotiate the best rates for the generation supply of electric power. It has the potential to combine all residents within the village limits, into a buying pool that will be attractive to third party suppliers (Suppliers). Participation in the Program is voluntary. Any individual customer (Member) has the opportunity to decline to be a member of the aggregation program and to return to the American Electric Power ("AEP") standard offer of service or to enter into a power supply contract with any competitive retail electric supplier. This Plan of Operation will be adopted by the Village of Racine in accordance with section 4928.20 (C) of the Ohio Revised Code

The Process for Municipal Aggregation

The process of governmental aggregation is set forth in Ohio Revised Code section 4928.20. The section defines opt-out aggregation that may be enacted by a governmental entity under the opt-out aggregation provisions; all electric consumers within the Village will be automatically included in the Program. However, such customers will be given prior notice entitling them to affirmatively elect not to be part of the Program. AEP customers will be automatically enrolled in the Program after a 21 day opt out period, unless they return the form to be provided, notifying the Supplier that they do not want to participate. A similar opt-out period will be offered ever one to five years during which Members can leave the Village's aggregation pool without paying a switching fee. In November 2013, Racine village voters approved the development of the program.

All eligible load centers within the Village will be automatically enrolled in the aggregation program. In addition, only accounts with "shoppable" rate codes, as defined by AEP may participate in the Program.

The Supplier and AEP will identify those customers in the Village who have not opted out, who have not renewed their special rate contracts, who are not on the Percentage of Income Payment Plan (PIPP) and who are not on AEP's "Opt-Off Marketing List." These customers will be transferred to the Supplier selected by the Village and enrolled over the period of one month. AEP shall notify each transferred customer of the transfer with its last bill for standard offer service. Service under the new Supplier shall begin at the start of the billing period following the transfer and continue for a period of one to five years.

If at any time the CRES Provider is unable to provide any of the services in house they will need to notify the village and the residents of the any subcontractor that is needed to fulfill the requirement. At no time should the cost of the subcontract work come back to effect the rate for the residents of the village.

Aggregation Services

Provider: Racine Village will use a contractor ("Retail Electric Generation Provider") to perform and manage aggregation services for its Members. The Supplier shall provide adequate, accurate, and understandable pricing terms and conditions of service, including any switching fees and the conditions under which a Member may rescind a contract without penalty. The Supplier must provide the Village, if requested, an electronic file containing the Members usage, and charges. The Supplier must have a local telephone phone number for the Village of Racine members or a toll free number for Members to call.

Database: The Retail Electric Generation Supplier will build and maintain a database of all members. The database will include the name, address, AEP account number, and Retail Electric Generation Provider's account number of the Member, and other pertinent information such as rate code, rider code (if applicable), most recent 12 months of usage and demand, and meter read cycle. This database will be updated at least quarterly. Accordingly, the Retail Electric Generation Supplier will develop a process to be implemented that will be able to accommodate at a minimum Members who (i) leave the program due to relocation, opting out, etc. (ii) decide to enter the Program; (iii) relocate within the Village, and (iv) move into the Village and desire to enter the Program. This database shall also be capable of eliminating PIPP customers from the Program, should that be necessary, and those who have opted out. The Retail Electric Generation Supplier will use this database to perform bill audits for clerical and mathematical accuracy of Member bills.

Member Education: The Retail Electric Generation Supplier will develop, with the assistance of the Village, an educational program that generally explains the Aggregation Program to Members, provides updates and disclosures mandated by Ohio law and PUCO rules, and implements a process to deal with allowing any person enrolled in the Aggregation Program the opportunity to opt out of the program at least every one to five years, without paying a switching fee to the Village or the Provider. See Appendix A for a detailed description of the Education Process

Appendix A — Education Process

The Provider will develop the educational program in conjunction with the Village. Its purpose will be to explain the aggregation program to its members, provide updates and disclosures as mandated by State law and the rules of the PUCO, and provide the opportunity for the members to opt out of the program. The following are the program components:

1. Each residence that is eligible within the limits of the Village will receive via U.S. Mail notification of: what government aggregation means, their membership in the government aggregation program, the procedure which must be followed in order to opt out of the program, the price that they can expect to receive as a member of the program, and the deadline for returning the opt out form.
2. The Provider will work with the Village to provide opportunities for educating residents in the Village of Racine about the Program and consumer rights under the law, PUCO rules and this Program. In addition, the Provider and Village will work to provide education about and other opportunities for energy efficiency measures to help consumers reduce energy consumption.
3. The Provider will provide updates and disclosures as mandated by State law and rules of the PUCO.
4. The opt-out opportunity will be provided to the members of the program at least every one to five years. Should conditions, suppliers, price, or any other component of the program change within the one to five year period, participants will be given a notice of their opportunity to opt out of, or into the program.

Customer Service: The Retail Electric Generation Supplier will develop and administer a customer service process, that at a minimum will be able to accommodate (i) Member inquiries and complaints about billing; and (ii) answer questions regarding the program in general. This process will include at a minimum a description of how telephone inquiries will be handled, either internally or externally, how invoices will be prepared, how remittance of payment will be dealt with, and how collections for delinquent accounts will be addressed. See Appendix B for a detailed description of the Customer Service Plan.

Appendix B — Customer Service Plan

A. Member Access:

1. The Supplier shall ensure Members reasonable access to its service representatives to make inquiries and complaints, discuss charges on Member bills, and transact any other business.
2. Telephone access shall be toll free and afford Members prompt answer times during normal business hours.
3. The Supplier shall provide a 24-hour automated telephone message instructing callers to report any service interruptions or electrical emergencies to AEP.

B. Member Complaints:

1. The Supplier shall investigate Member complaints (including Member complaints referred by AEP) and provide a status report within five calendar days following receipt of the complaint to:
 - a. The consumer, when the complaint is made directly to The Supplier; or
 - b. The consumer and The Public Utilities Commission of Ohio Staff ("Commission Staff), when a complaint is referred to the supplier by the Commission Staff.
2. If an investigation is not completed within 14 calendar days. The Supplier shall provide status reports to the consumer and the Village, or if applicable, to the consumer, the Village and the Commission Staff. Such status reports shall be provided at five-day intervals until the investigation is complete, unless the action that must be taken will require more than five days and the Member has been so notified.
3. The Supplier shall inform the consumer, or the consumer, the Village and Commission Staff, of the results of the investigation, orally or in writing, no later than five calendar days after completion of the investigation. The consumer, the Village, or Commission Staff may request the report in writing.

4. If a residential consumer disputes the Suppliers report. The Supplier shall inform the consumer that the Commission Staff is available to help resolve informal complaints The Supplier shall provide the consumer with the current address, local/toll free telephone numbers, and TDDCTTY telephone numbers of the Commission's consumer services department.
5. The Supplier shall retain records, of Member complaints, investigations, and complaint resolutions for one year after the occurrence of such complaints, and shall provide such records to the commission staff within five calendar days of request.
6. The Supplier shall make good faith efforts to resolve disputes.

C. Member Billing and Payments

1. The Supplier shall arrange for AEP or its agent to bill Members for such services according to a tariff approved by the commission. Residential Member bills issued by or for the supplier shall be accurate and understandable, be rendered at intervals consistent with those of AEP, and contain sufficient information for Members to compute and compare the total cost of competitive retail electric service (s). Such bills shall also include:
 - a. The Member's name, billing address, service address, the Member's account number, and if applicable, The Supplier account number;
 - b. The dates of service covered by the bill, an itemization of each type of competitive service covered by the bill, any related billing components, the charge for each type of service, and any other information the Member would need to recalculate the bill for accuracy;
 - c. The applicable billing determinants, including beginning meter reading, ending meter reading(s), demand meter reading(s), multipliers, consumption(s), and demands;
 - d. For Member-generators with net metering contracts, a statement of the net metered generation;
 - e. The unit price per kWh charged for competitive service, as calculated by dividing current-period competitive service charges by the current- period consumption;
 - f. An identification of the provider of each service appearing on the bill;
 - g. The amount billed for the current period, any unpaid amounts due from previous periods, any payments or credits applied to the Member's account during the current period, any late payment charges or gross and net charges, if applicable, and the total amount due and payable.
2. The due date for payment to keep the account current. Such due date shall be no less than:
 - a. As prescribed by the AEP tariff and amended from time to time;
 - b. Current balance of the account, if a residential Member is billed according to a budget plan;
 - c. Options and instructions on how Members may make their payments;
 - d. For each provider whose charges appear on the bill, a listing of the provider's toll-free telephone number and address for Member billing questions or complaints;
 - e. A listing of the toll-free consumer assistance telephone numbers and available hours for applicable state agencies, such as the commission, the Ohio Consumers' Counsel, and the Ohio Attorney General's office;
 - f. The AEP 24-hour local/toll-free telephone number for reporting service emergencies;
 - g. Identification of estimated bills or bills not based upon actual end-of period meter readings for the period; and an explanation of any codes and abbreviations used.
3. If applicable. The Supplier will, upon request, provide Members with the name and street address/location of the nearest payment center and/or authorized payment agent.
4. The Village and (CRES Provider) shall establish policies and procedures for handling billing disputes and requests for payment arrangements.

D. Collections for delinquent accounts:

1. Collections for delinquent accounts shall be the responsibility of The Supplier or its agent.
2. Failure of Members to pay charges for Competitive Retail Electric Services may result in loss of those products and service; and
3. Failure to pay charges for Competitive Retail Electric Services may result in cancellation of the Member's contract with The Supplier, and return the Member to AEP's Standard Offer.

Power Supply Agreement

The Power Supply Agreement will provide for the Supplier to serve the Village's Government Aggregation Group. Under the Agreement, the term of the power supply to Members will be for one to five years from the beginning of service.

Terms and Conditions of Enrollment**Rates**

The Village will choose a supplier through an interview selection process that is lowest/ best value for the members of the Village of Racine. Members will be notified of the rates and terms of the Program through the opt-out disclosure notice. Opt-out forms will be docketed with the PUCO 10 days prior to mailings.

Charges

AEP will continue to bill for distribution charges, non bypassable riders, and monthly customer service fees. These charges apply whether a Member switches or not. Switching generation and transmission suppliers will not result in any new charges.

The CRES Provider rate will include and administrative fee (if implemented) to be collected on behalf of the village to fund the implementation and administration the village aggregation program. The administration fee will be adjusted annually to cover the cost of administering the program. The fee will be reviewed annually to ensure the amount collected does not exceed the amount needed to cover the cost of the program.

Switching Fees

At the present time, AEP is requiring a per customer switching fee for those customers who voluntarily remain in a government aggregation program and are switched to an alternate Supplier. The Village proposal was written to require the selected Supplier to pay for the group's switching fee.

Terms

The aggregation program is designed to reduce the amount consumers pay for electric energy and transmission. The Village will not buy and resell the power to the participants of the program. Instead, the Village will negotiate a contract with a competitive retail electric supplier to provide firm, all requirements generation service to the members of the aggregation program.

Customers who meet the following criteria will become members of the aggregation program:

1. Are up to date with their bill payment;
2. Have not renewed their specific rate contract
3. Are not included on the Opt-off Marketing List
4. Have not Opted-out of the program;
5. Are not on the Percentage of Income Payment Plan (PIPP); and
6. Have a shoppable rate code.

Opt-Out Disclosure

The Village is using an Opt-out form of Governmental Aggregation pursuant to section-2, 4928.20 of the Ohio Revised Code. The Village will disclose to the person owning, occupying or using the load center that the person will be enrolled automatically in the aggregation program and will remain so enrolled unless the person affirmatively elects by the following procedure not to be so enrolled. Any such person that opts out of the aggregation program pursuant to stated procedure shall default to the standard service offer provided by AEP until the person chooses an alternative supplier.

Procedure:

1. The Village distributed the Opt-Out Form
2. Recipients have 21 days to notify the Village; and
3. The Village will exclude those opting out from the Program.
4. Customers will receive written notification from AEP stating that they are about to be switched and have 7 days if they wish to rescind the contract.
5. Policies for Customers Moving Into/Out of the Municipality

Members who have left the Program, or who have moved into the Village, may contact the Village or its Supplier at any time to obtain enrollment information. There is however, no guarantee that customers opting-in at a later date will receive the same price, terms and conditions as did the initial participants. Suppliers are unable to hold price offerings for an unlimited amount of time.

Customers may opt out of the Program at no charge within a 21-day period following the notification of Opt-out letter. Two public hearings will be held prior to adoption of the Operation and Governance plan. Customers who provide the required opt-out notice will remain customers of AEP. A similar period in which customers can opt-out of the Program without charge will be offered every one to five years.

Billing Procedures

The Village will utilize the coordinated billing services of AEP and the selected Supplier. We anticipate residential customers will receive a single bill from AEP that itemizes among other things, the cost of generation and transmission provided by the selected supplier.

Procedures for Handling Customer Complaints

Members will have multiple means of addressing complaints. As a general rule, concerns regarding service reliability should be directed to AEP as appropriate, questions regarding the Program administration should go to the Village or Supplier, and any unresolved disputes should be directed to the Public Utilities Commission of Ohio. Listed below is a list of toll-free numbers for members to call for assistance.

Nature of Complaint	Contact	Number
Power Interruption	AEP	800-277-2177
Power turn on/off	AEP	800-277-2177
Unresolved Disputes	PUCO	800-686-7826

Termination of the Aggregation Program

The aggregation program may be discontinued upon the termination or expiration of the CRES provider contract without any extension, renewal, or subsequent contract be executed. In the event of the aggregation program being terminated, each participant will receive notification 90 days prior to such program termination and could return to AEP's standard generation offer service or selected another CRES provider.

Exhibit A-4

Village of Racine

Automatic Aggregation Disclosure

**405 Main Street
PO Box 399
Racine, OH 45771**

J. Scott Hill, Mayor
racinemayor@suddenlinkmail.com



**VOICE: 740-949-2296
FAX: 740-949-2466
www.racineohio.com**

David Spencer, Clerk/Treasurer
racineclerk@suddenlinkmail.com

Dear Racine Residents,

I am pleased to announce that the Village of Racine, through its aggregation program has selected (CRES Employer) as its supplier of electric services. The Village has negotiated a price/rate (kwh) for the period of (XXXX) years. More specific information about pricing is in the below terms and conditions. This letter is to inform you that under ORC 4928.20, you have the right to opt-out of the program without change within 21 days from the date of the notice.

At this time you have the following 3 options concerning your electric load. Businesses within the corporation limits are the only ones that can select option 4

Option 1: You can participate in the Village of Racine and enjoy the favorable rate that was negotiated for you, (if you elect this option there is no further action that you need to take). There is no cost of enrollment and you will automatically be switched over.

Option 2: you can opt out and negotiate your own contract with another CRES supplier

Option 3: You can opt out and stay with your current AEP supplier.

Option 4: If you are a business that uses less than 700,000 Kwh of electric a year you can elect to opt-in to the governmental aggregation program, but the attached business form would need to be submitted in within the 21 day opt-out period

The Village of Racine officials have negotiated a price on behalf of all the village residents who wish to participate in the governmental aggregation. Both the Village and the CRES supplier are certified by PUCO. This program has been voted on and approved by the village council as an ordinance This phase of our aggregation program will begin on (Month Year) of billing cycle and end of (month Year) billing cycle.

The terms and conditions of the pricing are attached to this mailing and the CRES provided is available 1-800-XXX-XXXX to answer any questions or concerns you have about the program.

You will automatically be enrolled in this program unless you sign and return the attached document that states that you want to opt out of the program. There is no cost for enrollment in this program. If you return the document

within the 21 days opt out period, you will be opted out of the program and you can stay with AEP or go with any other CRES provider.

If you want to be excluded from the Racine Village electric aggregation program you must sign and return the enclosed document. It must be post marked within 21 days from the date of the mailing. If you cannot send the enclosed document back you can also call the CRES provider at 1-800-XXX-XXXX to opt out of the program. If you do not opt out of the program you will be enrolled for the duration of the program (Month Year) to (Month Year). You will be given an option to opt out of the program every (year) without incurring a penalty.

Please note: if you remain in the aggregate program, you will receive a letter from AEP advising you of your impending transfer to the CRES provided. If you still elect to stay with the CRES provider then there is no further action that is needed.

Warning: if you are already under aggregation there could be a penalty for opting out of your current contract. Any penalties on early cancellation fee would be the responsibility of the participant.

American electric power will continue to maintain the electric lines that delivery electric to your home or business. You will still continue to receive a single bill from AEP for your electric service. Your bill will include the CRES provider bundled rate along with the required AEP charges. You will still stay in contact with AEP for any power outages and any other concern with your electric service.

If you have any questions regarding deregulation you can contact your CRES provider at 1-800-XXX-XXXX from X:XX to X:XX Monday through Friday. You can also visit the Ohio Public Utility Commission. (WWW.puco.com).

Sincerely,

J Scott Hill, Village Mayor

P.S. Please make sure that you return your Opt-out form to the (Cres Provider) only if you **do not want to participate** in the Village of Racine Aggregation program.

Opt out aggregation form- Village of Racine governmental aggregation program

By returning this form you will be **excluded** from the opportunity to join other customers in the Village of Racine governmental aggregation program.

I wish to opt out of the aggregation program: ☐ Yes

Your account number as it appears on your AEP Bill: _____

Service Address: _____ (address, city and state)

Phone Number: _____ Date: _____

Account Holder's Signature: _____

Mail by XX-DD-YYYY: Village of Racine Aggregation Program

(CRES Provider Address) or call prior to XX:XX Monday through Friday at 1-800-XXX-XXXX

Opt in aggregation form businesses only- Village of Racine governmental aggregation program

By returning this form you will be **included** from the opportunity to join other customers in the Village of Racine governmental aggregation program.

I wish to opt in to the aggregation program: ☐ Yes

Your business account number as it appears on your AEP Bill: _____

Service Address: _____ (address, city and state)

Phone Number: _____ Date: _____

Account Holder's Signature: _____

Mail by XX-DD-YYYY: Village of Racine Aggregation Program

(CRES Provider Address) or call prior to XX:XX Monday through Friday at 1-800-XXX-XXXX

Exhibit A-5
Village of Racine
Experience

The Village of Racine routinely negotiates for services and supplies that benefit the residents and is experienced in contracting and providing for common services to the Village residents. Examples of service provider experience include: Insurance, Police, Fire, Park and Roadways.

The Municipality will utilize the coordinated billing services of the Local Utility and the selected Supplier. It is anticipated that all Members will receive a single bill from the Local Utility. Members will maintain or choose options that include: budget billing, automatic payments and Internet payment. The Municipality shall meet with Electric suppliers individually to discuss their offer of an Electric rate for each customer class, load grouping or other appropriate category. It is the responsibility of each Member to compare the rate with others and decide accordingly. The prices to be charged to Members in the Program will be set by the Municipality after negotiations with the selected Supplier. Members will be notified of the rates and terms of the Program as part of the opt-out process, through a direct mailing sent to each resident and business within the Municipality limits in accordance with Section 4928.10 of the Revised Code.



The Public Utilities Commission of Ohio

Filing Instructions for Governmental Aggregators

I. Where to File: Applications should be sent to: Public Utilities Commission of Ohio, Docketing Division, 180 East Broad Street, Columbus Ohio 43215-3793.

II. What to File: Applicant must submit one original notarized application signed by an authorized official and three copies, including all exhibits, affidavits, and other attachments. All attachments, affidavits, and exhibits should be clearly labeled as indicated on the application form. For example, Exhibit A-2 should be labeled "Exhibit A-2 'Authorizing Ordinance.'" All pages should be numbered and attached in a sequential order.

III. Which Forms to File: The legislative authority of a municipal corporation, the board of township trustees, or a board of county commissioners that has formed a governmental aggregation pursuant to Section 4928.20 of the Revised Code must file an "**Certification Application for Governmental Aggregators**" form. If the legislative authority of a municipal corporation, the board of township trustees, or board of county commissioners will provide power marketing, power brokering, or retail electric generation services in addition to governmental aggregation, it must also file an "**Certification Application for Retail Electric Generation Provider, Power Marketers, and Power Brokers**" form.

IV. Application Form: The application form is available on the Commission's web site, www.puco.ohio.gov or directly from the Commission at: Public Utilities Commission of Ohio, Docketing Division, 180 East Broad Street, Columbus Ohio 43215-3793.

V. Commission Process for Approval: An application for certification shall be made on forms approved and supplied by the Commission. The applicant shall complete the appropriate application form in its entirety and supply all required attachments, affidavits, and evidence of capability specified by the form at the time an application is filed. The Commission certification process begins when the Commission's Docketing Division receives and time/date stamps the application. An incomplete application may be suspended or rejected. An application that has been suspended as incomplete may cause delay in certification.

If the Commission does not act within 30 days, the application is deemed automatically approved on the 31st day after the official filing date. If the Commission suspends the application, the Commission shall notify the applicant of the reasons for such suspension and may direct the applicant to furnish additional information. The Commission shall act to approve or deny a suspended application within 90 days of the date that the application was suspended. Upon

Commission approval, the applicant shall receive notification of approval and a numbered certificate that specifies the service(s) for which the applicant is certified and the dates for which the certificate is valid.

Unless otherwise specified by the Commission, a competitive retail electric service provider's certificate is valid for a period of two years, beginning and ending on the dates specified on the certificate. The applicant may renew its certificate in accordance with Rule 4901:1-24-09 of the Ohio Administrative Code.

CRES (competitive retail electric service) providers shall inform the Commission of any material change to the information supplied in a certification application within thirty days of such material change in accordance with Rule 4901-24-10 of the Ohio Administrative Code.

VI. Contractual Arrangements for Capability Standards : If the applicant is relying upon contractual arrangements with a third-party(ies) to meet any of the certification requirements, the applicant must provide with its application all of the following:

- The legal name of the party(ies) it is contracting with;
- A statement that a valid contract exists between the applicant and the third-party(ies);
- A detailed summary of the contract(s) including all services provided thereunder;
- The documentation and evidence to demonstrate the contracting entity's capability to meet the requirements as if the contracting entity was the applicant.

VII. Questions: Questions regarding filing procedures should be directed to
CRES@puc.state.oh.us.

VIII. Governing Law: The certification/renewal of competitive retail electric suppliers is governed by Chapter 4901:1-24 of the Ohio Administrative Code, Chapter 4901:1-21 of the Ohio Administrative Code, and Section 4928.08 of the Ohio Revised Code.