

Released: September 19, 2022

CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

2022 CALIFORNIA ARREARAGE PAYMENT PROGRAM (2022 CAPP)

2022 CAPP PROGRAM NOTICE NO. 03

The purpose of this official correspondence is to provide implementation information and guidance to state energy utility service providers regarding the 2022 California Arrearage Payment Program (2022 CAPP) administered by the Department of Community Services and Development (CSD).

2022 CAPP PROGRAM NOTICE NO. 03

TO: ALL ENERGY UTILITY COMPANIES

SUBJECT: 2022 CALIFORNIA ARREARAGE PAYMENT PROGRAM (2022 CAPP) DATA EXCHANGE INFORMATION

DATE: September 19, 2022

REFERENCE: [Government Code Section 16429.10](#)
[Assembly Bill 205 \(Chapter 61, Statutes of 2022\)](#)

The purpose of this 2022 CAPP Program Notice No. 03 (22CAPP-PN-03) is to notify eligible Utility Applicants of secured data exchange requirements for transmitting customer account information to the Department of Community Services and Development (CSD) during the application and close-out reporting phases of 2022 CAPP. 2022 CAPP-PN-03 also serves as a tool to help Utility Applicants understand specific customer account data elements included in the Utility Applicants' customer data file when submitting the Energy Utility's application request for 2022 CAPP funds.

The following is a list of customer account data fields CSD will require Energy Utilities to confirm for eligible customer accounts at the time of requesting 2022 CAPP funds. Each of the following 12 customer account data fields has a specific naming convention and format, which will be required to facilitate the successful transfer of this information to CSD. Attachment A of this 22CAPP-PN further describes the specific format and naming convention for the data field names and provides a sample file layout that Energy Utilities can reference when creating their customer data files.

Data Field Names:

- | | |
|------------------------|----------------------------------|
| 1. UTILITY_CUSTOMER_ID | 7. ACCOUNT_STATUS |
| 2. LSE_NAME | 8. UTILITY_NATURAL_GAS_ARREARAGE |
| 3. LSE_CUSTOMER_ID | 9. UTILITY_ELECTRIC_ARREARAGE |
| 4. ACCOUNT_TYPE | 10. UTILITY_COMBINED_ARREARAGE |
| 5. ENERGY_TYPE | 11. LSE_ARREARAGE |
| 6. PRIORITY_GROUP | 12. TOTAL_CUSTOMER_ARREARAGE |

In accordance with CSD's secured data transfer protocol, all 2022 CAPP Energy Utility customer data files are to be transferred using the Azure Data Lake (secure file transfer). Azure Data Lake allows customer account data to be exchanged at no cost to eligible Utility Applicants. The Azure Data Lake method mirrors other existing data exchange tools that Energy Utilities may already be familiar with (e.g., Dropbox, Google Drive, etc.). More information regarding the setup for Azure Data Lake is forthcoming.

CSD is in the process of finalizing 2022 CAPP Data Transfer Rules (DTR), a document offering technical specifications on Energy Utility customer data file submission, including methods CSD will use to validate Energy Utility customer data files for accuracy and compliance with file layout specifications and formats. The 2022 CAPP DTR and instructions for establishing Azure Data Lake will be made available to Energy Utilities on September 26, 2022.

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All 2022 CAPP-PNs, along with release dates of crucial 2022 CAPP implementation phases and Energy Utility responses, are posted on CSD's public-facing [website](#).

If you have questions or need additional guidance regarding 2022 CAPP, please contact CSD at CAPP@csd.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Scribner', with a long horizontal flourish extending to the right.

DAVID SCRIBNER, ESQ.
Director

Attachment A

The following matrix contains field names, acceptable values, and definitions for the 2022 CAPP Program data submission through Azure Data Lake (a secure file transfer).

The 2022 CAPP file format will continue to be in a .CSV format similar to that used for 2021 CAPP. More details will be provided in the forthcoming data transfer rules (DTR) communication. The information below is intended to enable Utility Applicants to prepare for their 2022 CAPP Application file submission.

Field Name	Acceptable Values	Definition	Comments
UTILITY_CUSTOMER_ID	Any string of alphanumeric characters.	The unique identifier used by the Energy Utility.	This field should be a unique identifier for each customer.
LSE_NAME_	Any string of alphanumeric characters.	The name of a Community Choice Aggregator (CCA) or Load-Serving Entity (LSE) associated with the arrearage.	The name of a CCA/LSE associated with the arrearage.
LSE_CUSTOMER_ID	Any string of alphanumeric characters.	The unique identifier used by the CCA/LSE to identify the customer.	If a unique identifier is not available, the Utility Customer ID can be used.
ACCOUNT_TYPE	Residential	The account type for 2022 CAPP is limited to residential accounts.	Account Type can only be residential.
ENERGY_TYPE	Natural Gas Electric Both	Identifies energy service(s) that are provided under the account.	Energy Type can only be natural gas, electric, or both.
PRIORITY_GROUP	Group 1 Group 2	Identifies the priority group for the Energy Utility customer qualifying for 2022 CAPP.	The Priority Groups for 2022 CAPP are limited to Group 1 or Group 2: <ul style="list-style-type: none"> • Group 1 Active residential customers with a <u>past due balance and at-risk of disconnection</u>. • Group 2 Active residential customers with <u>delinquent balances incurred during the COVID relief period</u>.

Field Name	Acceptable Values	Definition	Comments
ACCOUNT_STATUS	Active	Denotes whether the account is currently active with the Energy Utility.	Account Status can only be active for 2022 CAPP (inactive accounts should <u>not</u> be included).
UTILITY_NATURAL_GAS_ARREARAGE	Any positive dollar amount.	The Energy Utility portion of the customer arrearage associated with natural gas services.	Should not include CCA/LSE-related arrearages.
UTILITY_ELECTRIC_ARREARAGE	Any positive dollar amount.	The Energy Utility portion of the customer arrearage associated with Electric services.	Should not include CCA/LSE-related arrearages.
UTILITY_COMBINED_ARREARAGE	Any positive dollar amount.	The total Energy Utility arrearage currently associated with the identified customer for all services.	Should not include CCA/LSE-related arrearages.
LSE_ARREARAGE	Any positive dollar amount.	The total CCA/LSE arrearage amount associated with the customer.	
TOTAL_CUSTOMER_ARREARAGE	Any positive dollar amount.	The total arrearage.	Including CCA/LSE arrearage currently associated with the identified customer, as included in the 2022 CAPP Application calculations.

Helpful Data Submission Tips:

- [Click here for a Sample Utility .CSV file.](#)
- The file format for submission should be .CSV.
- The Field Name or each of the data field columns must not deviate from how it is listed in the table above for proper ingestion into the system.
- The .CSV file should include all 12 columns populated with all listed data fields in the final submission.
- No additional column headers may be added to the .CSV file for proper ingestion into the system.
- When the .CSV file is saved, please used the following naming convention:
utility-name_app_2022.csv