

Released: January 27, 2023

CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

2022 CALIFORNIA ARREARAGE PAYMENT PROGRAM (2022 CAPP)

2022 CAPP PROGRAM NOTICE NO. 06

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. 06

TO: ALL ENERGY UTILITY COMPANIES

SUBJECT: 2022 CALIFORNIA ARREARAGE PAYMENT PROGRAM (2022 CAPP) CLOSE-OUT REPORTING GUIDANCE

DATE: January 27, 2023

REFERENCE: [Government Code Section 16429.8 – 16429.10](#)

The purpose of this 2022 CAPP Program Notice No. 06 (22CAPP-PN-06) is to advise Energy Utilities on the implementation of the 2022 CAPP Close-Out Reporting Phase, marking the period wherein Utility Applicants submit close-out reporting to confirm the disbursement of 2022 CAPP Benefits to eligible customer accounts. This 22CAPP-PN authorizes the implementation of the 2022 CAPP Close-Out Reporting Phase and provides an overview of the 2022 CAPP Close-Out Reporting process, steps required for reporting submission, key information, documentation requirements, and other core responsibilities that accompany the administration of 2022 CAPP funds by Energy Utilities.

BACKGROUND

As outlined in [22CAPP-PN-01](#), there are three phases of 2022 CAPP implementation: Application Phase, Allocation Awards Phase, and Close-Out Reporting Phase. This 22CAPP-PN communicates the initiation of the 2022 CAPP Close-Out Reporting Phase and the official release of the 2022 CAPP Close-Out Portal. In addition, this 22CAPP-PN conveys important information to assist Energy Utilities' use of the CAPP Close-Out Portal and ensure compliance with 2022 CAPP Close-Out Reporting requirements.

California Government Code Sections 16429.8 through 16429.10 instruct the Department of Community Services and Development's (CSD's) administration of 2022 CAPP and provide specific requirements regarding the 2022 CAPP Close-Out Reporting process, as follows:

- Within 60 days of receiving 2022 CAPP funds, a Utility Applicant shall issue 2022 CAPP assistance benefits to customers as bill credits and include a statement that the credits are a result of California's 2022 CAPP funding.
- Within six months of a Utility Applicant's receipt of its 2022 CAPP Allocation, the Utility Applicant shall submit all reporting required by CSD as detailed in a Program Notice.
- The Utility Applicant shall remit payment to CSD the total amount of any unapplied 2022 CAPP benefits as part of its final reporting to CSD.

- Within 60 days of receiving close-out reporting from Utility Applicants, CSD shall provide to the State Legislature, and make available on its public-facing internet website, a report that includes all of the following:
 - Total arrearage amount applied for statewide.
 - Total active residential customers in arrears applied for statewide.
 - Total 2022 CAPP funds applied for by Utility Applicants.
 - Total 2022 CAPP funds approved by CSD and disbursed to Utility Applicants statewide.
 - Total 2022 CAPP funds distributed by Utility Applicants.
 - Total 2022 CAPP funds not expended and returned to CSD by Utility Applicants.
 - Total active residential customers, statewide, included in 2022 CAPP applications received by CSD.
 - Total active residential customers, by Utility Applicant, included in 2022 CAPP applications received by CSD.
 - Total active residential customers, statewide, that received a 2022 CAPP benefit.
 - Average 2022 CAPP benefit, statewide, received by active residential customers.
 - Total active residential customers, by Utility Applicant, that received a 2022 CAPP benefit.
 - Average 2022 CAPP benefit, by Utility Applicant, received by active residential customers.
 - Total expenditures by CSD for the administration of 2022 CAPP.

Utility Applicants are strongly encouraged to review the 2022 CAPP General Terms and Conditions to confirm Utility Applicant requirements and responsibilities related to the administration of 2022 CAPP funds. Utility Applicant requirements and responsibilities are also found in the statutory requirements for the 2022 CAPP Close-Out Reporting Phase summarized above, in 22CAPP-PNs, and other guidance issued by CSD.

ACCESSING THE 2022 CAPP CLOSE-OUT PORTAL

On January 27, 2023, the 2022 CAPP Close-Out Report will be available on the CSD 2022 CAPP Close-Out Portal, and can be accessed via the following link:
<https://cacsdforce.com/csdportal>.

Please be advised that access to the CSD 2022 CAPP Close-Out Portal is limited to registered main points of contact (MPOCs) for each Utility Applicant. As part of the registration process, MPOCs were already provided portal login credentials. Upon accessing the portal, MPOCs can navigate to the “2022 CAPP Closeout Report” by clicking on the “Submit 2022 Closeout Report” tab at the top of the home page.

Prior to accessing and completing the 2022 CAPP Close-Out Report for your utility, the MPOC will need to confirm the upload of the electronic data file that confirms 2022 CAPP benefits issued to eligible customer accounts in CSD’s Azure Data Lake Portal (ADLP).

2022 CAPP CLOSE-OUT REPORT – OVERVIEW

The 2022 CAPP Close-Out Report is comprised of three key steps that must be completed in the following order:

1. The Utility Applicant must submit to CSD’s ADLP an electronic data file containing information that substantiates all 2022 CAPP benefits applied to eligible customer accounts represented in the Utility Applicant’s 2022 CAPP Application.
2. The Utility Applicant MPOC must provide their utility’s Authorized Representative access to CSD’s 2022 CAPP Close-Out Portal so that they may review and confirm key data elements and attest to the accuracy of the reported elements. The Utility Applicant’s Authorized Representative must also acknowledge that any 2022 CAPP Award balance remaining will be remitted to CSD within 30 days. *Note: as outlined below, there are additional steps that IOUs that partner with Community Choice Aggregators (CCAs) and Direct Access Service Load-Serving Entities (DAS LSEs) must take in order to confirm data elements and submit partner CCA/LSE attestations.*
3. The Utility Applicant’s Authorized Representative must provide an electronic signature.

The following offers additional detail for each step:

Step 1: Close-Out Report – Data File Upload

This step requires Utility Applicants to upload a data file to CSD’s ADLP containing specific information for all customer accounts that received a 2022 CAPP benefit. Required data points are identified in the Closeout Benefit Disbursement Detail section within the 2022 California Arrearage Payment Program Closeout Report Data Transfer Guidance and Business Rules (Version 1.0) available at the following link:

<https://cacsd.force.com/csdportal/resource/1674843934000/CAPPCloseoutDTR2022>

ACTION ITEM:

2022 CAPP Close-Out Report Data File Upload:

- Energy Utilities are required to upload a data file containing customer account information through the ADLP that details 2022 CAPP benefits provided to eligible customer accounts represented in the Utility Applicant's 2022 CAPP Application.

Step 2: Access 2022 CAPP Close-Out Portal

This step requires the MPOC to provide the Authorized Representative (the same person that is signing the 2022 CAPP Close-Out Report Attestation) access to the 2022 CAPP Close-Out Portal to confirm that each of the data points listed below are correct. All data displayed in the 2022 CAPP Close-Out Portal is generated from the 2022 Close-Out Report Data File uploaded in Step 1 above.

ACTION ITEM:

- Energy Utility's Authorized Representative must confirm the following reporting elements:
 - Priority Group 1:
 - Total Number of Eligible Residential Accounts.
 - Total Pandemic Bill Relief Period Arrearages.
 - Total Number of Priority Group 1 - Residential Customer Accounts that Received a 2022 CAPP Benefit.
 - Total 2022 CAPP Benefits Issued to Priority Group 1 – Residential Customer Accounts.
 - Priority Group 2:
 - Total Number of Eligible Residential Accounts.
 - Total Pandemic Bill Relief Period Arrearages.
 - Total Number of Priority Group 2 - Residential Customer Accounts that Received a 2022 CAPP Benefit.
 - Total 2022 CAPP Benefits Issued to Priority Group 2 – Residential Customer Accounts.
 - Disbursement Summary:
 - 2022 CAPP Allocation Award.
 - Total CAPP Benefit Disbursement.
 - Unspent Amount.
 - ONLY FOR IOUs THAT PARTNER WITH CCAs and DAS LSEs:
 - Aggregate Total of Residential Accounts.
 - Aggregate Total of Customer Arrearages.
 - Aggregate Total of Residential Customer Accounts that Received a 2022 CAPP Benefit.
 - Aggregate Total of CAPP Benefit Disbursements.

- The Authorized Representative must click the two boxes indicating that all required information has been provided and that the Energy Utility information represented in the 2022 CAPP Close-Out Portal is correct and acknowledge that any remittance balance indicated in the Energy Utility's information must be provided to CSD within 30 days.
- ONLY FOR IOUs THAT PARTNER WITH CCAs and DAS LSEs: The Authorized Representative must: (1) Click on the box confirming the accuracy of the eligible customer accounts and arrearages data displayed; (2) Click on the box confirming the accuracy of the 2022 CAPP benefit disbursements and customer beneficiary data displayed; and (3) Ensure attestation forms for all partner CCAs and LSEs have been signed and submitted.

Step 3: Authorized Representative Electronic Signature

ACTION ITEM:

- The Authorized Representative must provide their First and Last Name, Position Title, Email, and Phone Number attesting to the accuracy of the information submitted on the 2022 CAPP Close-Out Report page.

2022 CAPP CLOSE-OUT REPORT SUBMISSION

Once the MPOC completes the 2022 CAPP Close-Out Report page on the CSD 2022 CAPP Close-Out Portal, the MPOC may click on the "Click to Submit Closeout Report" button to complete and submit the Report. If the CAPP Close-Out Report is successfully submitted, a "Submission Confirmation" screen will display, and the Utility Applicant's identified points of contact will receive an email confirmation.

While a 2022 CAPP Close-Out Report is under review by CSD, it is locked from further editing by the Utility Applicant. However, the submitted 2022 CAPP Close-Out Report remains viewable by the Utility Applicant in the 2022 CAPP Portal and can be printed for record-keeping purposes.

2022 CAPP CLOSE-OUT REVIEW PROCESS

CSD's internal review of the submitted 2022 CAPP Close-Out Report will focus on the following:

- Completeness of the 2022 CAPP Close-Out Report pages, supporting data file, and (only for IOUs with partner CCAs/LSEs) attestation attachments;
- Alignment of customer arrearages reported in the 2022 CAPP Application with customer benefits reported in the 2022 Close-out Report; and
- Verification that IOUs that partner with CCAs and DAS LSEs properly and sufficiently accorded a proportional disbursement of the Utility Applicant's total 2022 CAPP Award Requested to CCA and DAS LSE customer charges (in instances where 2022 CAPP credits remain on CCA/LSE customer accounts, disbursement amounts reported during close-out are assumed to reflect

approximate future proportional distributions via methods agreed to by each IOU and its partner CCAs).

If CSD determines a 2022 CAPP Close-Out Report is incomplete, the Department will communicate to the Utility Applicant necessary corrections or modifications for CSD to close the Utility Applicant's report..

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All 22CAPP-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